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Personnel

**UNITED STATES AIR FORCE RESERVE
(USAFR) REENLISTMENT AND RETENTION
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction states requirements and administrative procedures for reenlistment, explains how to extend enlistments, establishes policy for retaining officers and airmen in the USAFR high year tenure (HYT) program and the line lieutenant colonel tenure program. This instruction applies to all Air Force enlisted members who take an active part in the USAFR and to all major commands (MAJCOM) or subordinate organizations that control units or members of the USAFR. It does not apply to the Air National Guard. **Attachment 1** lists terms, abbreviations, and acronyms used in this publication. This instruction directs collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10 U.S.C. 8013, 8251 and 8263, and Title 44 U.S.C. 3101. System of records F035 AF MP H applies.

SUMMARY OF CHANGES

This revision reorganizes text, updates functional address symbols, and provides detailed information and guidance on retention as well as USAFR tenure programs.

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PART 1

RETENTION PROGRAM

Chapter 1

GOALS AND RESPONSIBILITIES

1.1. Need for Career Retention Program. The increasing complexity of equipment, programs, and responsibilities under the total force policy requires that the Air Force Reserve (AFRES) maintain a dynamic career retention program. The quality of the AFRES program depends on the quality of its enlisted members. To keep highly qualified, motivated USAFR members is therefore essential to mission accomplishment.

1.2. Program Goals. The overall and specific goals of the Career Retention Program support the USAFR role in national defense.

1.2.1. Overall Goal. The Career Retention Program aims to perform the highest order of USAFR mission by:

- Retaining qualified enlisted members.
- Motivating members to take an active part in the program.

1.2.2. Specific Goals. The following specific goals show areas where commanders can direct retention efforts.

- 1.2.2.1. Provide a career environment that encourages members to take an active part in the program and to reenlist in the USAFR.
- 1.2.2.2. Establish personnel policies and set up programs that show a real concern for people. When possible, eliminate career problems caused by existing policies.
- 1.2.2.3. Promote service to our country as an honorable and rewarding profession.
- 1.2.2.4. Create a challenge and sense of recognition in each person's job and career in the USAFR.
- 1.2.2.5. Ensure that policies add to the status, responsibility, and dignity of personnel in the USAFR.
- 1.2.2.6. Educate members and their families on the rewards and benefits of a USAFR career.
- 1.2.2.7. Make sure supervisors know their responsibilities in advising subordinates of USAFR advantages, opportunities, and challenges.
- 1.2.2.8. Provide enlisted members with career retention information and help them make positive career decisions.

1.3. Responsibilities:

1.3.1. HQ USAF/REP. The Director of Personnel, Office of Air Force Reserve (HQ USAF/REP), is the central authority for career motivation and retention. Work with HQ AFRES/DPR and the Air Reserve Personnel Center (HQ ARPC/MSP) in carrying out the following responsibilities.

1.3.1.1. Develop policies, procedures, and materials to support the Career Retention Program; make USAFR service more attractive; and motivate individuals to participate.

1.3.1.2. If required, recommend legislation to make USAFR participation more desirable.

1.3.1.3. Process personnel actions that require Air Staff or secretariat-level approval that affect the career retention of USAFR personnel.

1.3.1.4. Approve programs and material developed by HQ AFRES/DPR and HQ ARPC/MSP to support the USAFR Career Retention Program.

1.3.2. HQ AFRES/DPR and HQ ARPC/MSP. HQ AFRES/DPR is the office of primary responsibility (OPR) for retention and motivation of personnel assigned to USAFR units. For individual mobilization augmentees (IMA), HQ ARPC/MSP administers the retention program, while active duty unit commanders offer counseling, retention, and motivation.

1.3.2.1. Implement policies approved by HQ USAF/REP.

1.3.2.2. With HQ USAF/REP, develop procedures and materials to support the USAFR Career Retention Program.

1.3.2.3. Evaluate the overall effectiveness of the program and give guidance as necessary.

1.3.2.4. Recommend to HQ USAF/REP ways to enhance USAFR participation.

1.3.2.5. Coordinate personnel actions affecting the career retention of USAFR personnel.

1.3.2.6. If required, supplement this guidance to detail a program for the Reservists you supervise.

1.3.3. USAFR Numbered Air Force (NAF) (Unit Program Only):

1.3.3.1. Monitor the overall effectiveness of the unit career retention program, supporting policies, and instructions, and give guidance as necessary.

1.3.3.2. Coordinate with subordinate units any personnel actions affecting the career retention of Reserve personnel, to ensure unity of effort and purpose.

1.3.3.3. Make recommendations to higher headquarters on the effectiveness of career retention of Reserve personnel.

1.3.4. USAFR Commanders. Wing or group commanders work with military personnel flight (MPF) to do the following.

1.3.4.1. Develop and conduct an aggressive and continuous career retention program, to ensure that the unit is fully staffed at all times.

1.3.4.2. Appoint noncommissioned officers (NCO) (staff sergeant or above) in Air Force specialty code (AFSC) 3S0X1 to positions of retention program managers (career advisors) (air reserve technician (ART)) and assistant retention program managers (non-ART). Take care in selecting personnel to fill these important positions.

1.3.4.2.1. The retention program manager is the focal point of the Career Retention Program. The retention program manager's ability to establish close relationships with commanders, supervisors, and enlisted members largely determines the program's success. The only addi-

tional duty that may be assigned to retention program managers is mobility exercises. Do not assign them in personnel support for contingency operations (PERSCO) team member duties.

1.3.4.2.2. Do not assign the ART or non-ART retention program manager any duties as unit career advisor or INTRO manager.

1.3.4.2.3. The retention program manager shares the workload with the assistant retention program manager. The assistant retention program manager acts for the retention program manager while performing these duties.

1.3.4.2.4. Provide a well-equipped and suitably arranged facility, with private areas or rooms for counseling.

1.3.5. Unit Commanders:

1.3.5.1. Organize and conduct an aggressive career retention program.

1.3.5.2. Appoint a career noncommissioned officer NCO (staff sergeant or above) at the 7 or 9 skill-level to serve as unit career advisor (UCA) to administer the Airmen Career Retention Program. In large units, consider also appointing career NCOs to assistant advisor positions.

1.3.5.2.1. To appoint a unit career advisor and assistant:

- Use a letter signed by the unit commander and maintain in unit files.
- Send a copy of the appointment letter to the wing or group retention program manager.
- Make sure that UCAs devote enough time to the program and are not given additional duties.

NOTES:

1. Do not appoint first sergeants and noncommissioned officers-in-charge (NCOICs) of units without a first sergeant authorization as UCAs.

2. Do not appoint ARTs as additional duty or assistant UCAs.

1.3.5.3. Check and evaluate the unit Career Retention Program.

1.3.5.4. Provide a suitably arranged facility with private areas or rooms for interviews and counseling.

1.3.6. Wing or Group Retention Program Manager (USAFR Units):

1.3.6.1. Administer the career retention program for the wing or group.

1.3.6.2. Record contact and counseling results (unit programs only) on AF Form 158, **USAFR Contact and Counseling Record**.

1.3.6.3. Give prospective UCAs copies of the job description and interview candidates on request.

1.3.6.4. Distribute current reenlistment and loss statistics to all serviced units (including the personnel director, UCA, and wing, group, and unit commander) with analysis of loss trends.

1.3.6.5. Inform unit commanders of problems they can solve locally and of undesirable unit conditions. Maintain copies on file for a period of 2 years.

1.3.6.6. Explain to unit commanders why members are not participating and suggest ways to correct problems that the retention program manager can't solve (unit program only).

1.3.6.7. Evaluate ideas for motivating members and send those deemed appropriate to HQ AFRES/DPRV, 155 Second Street, Robins AFB GA 31098-1635.

1.3.6.8. Process members requiring reenlistment and projection for separation (unit program only).

1.3.6.9. Conduct unit staff assistance visits (SAV) every 2 years (unit program only) and keep copies on file in accordance with AFMAN 37-139.

1.3.6.10. Conduct at least one retention program manager's meeting per quarter and keep copies of meeting minutes on file in accordance with AFMAN 37-139.

1.3.6.11. Post pictures of UCAs (with name, office location, phone number, and other identifying information) in areas accessible to unit members.

1.3.6.12. Publish a wing or group Retention Plan 22 to establish local requirements for processing and conducting the career retention program.

1.3.6.13. Set up a UCA training program and document it in accordance with AFMAN 37-139.

1.3.7. Unit Commanders. Make the final decision on whether a person is eligible for reenlistment or extension. For IMAs, the unit commander is the commander of the member's unit of assignment or attachment.

1.3.8. Unit Supervisors. Give the unit commander recommendations on members being considered for reenlistment.

1.4. Wing or Group Retention Plan 22. Plan 22 is a comprehensive outline of operating procedures. Use the following guidelines to create the plan:

1.4.1. Selective Retention Process (SRP) (RESRE0):

1.4.1.1. The retention program manager establishes the procedure for distributing the SRP (RESRE0 RIP) to UCAs (not earlier than 12 months before current ETS) by means of APDS/PCIII (unit program only).

1.4.1.2. The UCA ensures proper coordination of the SRP.

1.4.1.3. The supervisor selects or nonselects members for reenlistment with initials, X, or check mark. Member then signs and dates the form.

1.4.1.4. The unit commander selects or nonselects members for reenlistment with initials, X, or check mark. The member then signs and dates the form.

1.4.1.5. The commander or supervisor completes AF Form 418, **Selective Reenlistment Program Consideration**, when not selecting a member for reenlistment and sends it with the SRP to the retention program manager.

1.4.1.6. The member selects "will," "will not," or "undecided" with initials, X, or check mark. The member then signs and dates the SRP.

1.4.1.7. The unit commander counsels members who are undecided about or who decline reenlistment. The commander then writes comments in the space provided on the SRP.

1.4.1.8. The UCA also counsels members who are undecided or decline to reenlist. The UCA completes AF Form 158 and sends the original to the retention program manager along with the SRP.

1.4.1.9. The UCA returns the SRP to the retention program manager 7 months before the member's current ETS. The UCA keeps a unit file copy in accordance with AFMAN 37-139.

1.4.1.10. The retention program manager updates the USAFR unit-level data identification number (DIN) reenlistment eligibility status (RBA) code and files the SRP upon receiving it. The retention program manager keeps the original SRP in accordance with AFMAN 37-139.

1.4.1.11. When members are undecided or decline to reenlist, the retention program manager counsels members 6 months before expiration of term of service (ETS) to see whether the cause of their decision has changed. If the cause hasn't changed, the retention program manager:

- Counsels members on other options (such as the category B individual mobilization augumtee (IMA) program and participating individual ready reserve (IRR)).
- Updates DIN RBA to the appropriate code.
- Notifies the personnel relocation section of members that remain undecided (RBA-5B) or decline (RBA-5L).

1.4.2. Reserve Initial Orientation (RESINT) (Unit Program):

1.4.2.1. The retention program manager establishes the procedure for distributing and completing the RESINT RIP by means of APDS/PCIII.

1.4.2.2. The gaining commander personally welcomes newly assigned USAFR enlisted members and invites their spouses to attend the initial orientation.

1.4.2.3. The unit commander briefs the member on:

- Participation requirements (excusal procedures, reasons, and required documentation)
- Training requirements and schedule
- Member's responsibility for current records at the MPF
- Medical requirements (physicals, immunizations, weight control, and physical fitness)
- Civilian and USAFR jobs
- Self-improvement opportunities
- Promotional opportunities
- Commissioning programs
- Wing, group, and unit missions
- Unit alert roster
- Unique local items

1.4.2.4. The member signs and dates the RIP or AF Form 158, acknowledging orientation.

1.4.2.5. The unit commander validates orientation on the RIP or AF Form 158 with their signature and date.

1.4.2.6. The UCA files the original RIP or AF Form 158 in accordance with AFMAN 37-139. No reply to the retention program manager is necessary.

1.4.3. Individualized Newcomer Treatment and Orientation (INTRO) Program:

1.4.3.1. The AFRES INTRO Program is a method for smoothly integrating new members into the USAFR. The MPF customer service section controls the program.

1.4.3.2. All USAFR units must establish a viable unit INTRO program and demonstrate to new members that they are welcome additions to the USAFR and the unit. AFI 36-2103, along with these guidelines, explains how to set up and operate an effective INTRO program.

1.4.3.3. The sponsor program is oriented to the unit and unit work center. Unit commanders must appoint unit sponsors from the newcomer's workcenter and make sure that sponsors meet their responsibilities. The unit commanders' involvement in the program is vital to its success. They must:

- Appoint sponsors during the members' first unit training assembly (UTA).
- Explain sponsor job requirements.
- Conduct the initial orientation briefing.

1.4.3.4. Sponsors must make themselves available to assist newcomers. They must treat newcomers as welcome additions to the unit, assisting them individually from the day they enter the unit until they become acclimatized.

1.4.3.5. Unit commanders appoint a unit INTRO manager, in writing, sending a copy of the appointment letter to the MPF Customer Service section. A copy is maintained in accordance with AFMAN 37-139.

1.4.3.6. During the INTRO Program, only the following people may address newcomers:

- Wing or group commander
- Career enhancement section
- Senior enlisted advisor
- MPF chief

1.4.3.7. The INTRO Program must include the wing or group commander and the retention program manager.

1.4.3.8. Confine the newcomer's INTRO program to 2 hours or less, if possible. At the conclusion of the newcomers orientation, inprocessing and ancillary training may be conducted.

1.4.3.9. Newly assigned members must attend the INTRO program within two UTAs of their assignment to the unit.

EXCEPTION: Members who will attend basic military training (BMT), technical school, or other form of training within 60 days of their assignment to the unit may be temporarily excused from INTRO. These members must attend INTRO within two UTAs of their return from applicable training.

1.4.3.10. Keep on file an INTRO sign-in roster in accordance with AFMAN 37-139.

1.4.3.11. Give an INTRO questionnaire to each new member, retrieving it at the conclusion of INTRO and keeping it in accordance with AFMAN 37-139.

1.4.3.11.1. You may write INTRO questionnaires to fit the needs of individual wing or group programs.

1.4.4. Quarterly Retention Statistics . The retention program manager compiles reenlistment and loss statistics, analyzes loss trends, and keeps a copy in accordance with AFMAN 37-139. The retention program manager gives copies of the report quarterly to:

- Wing or group, and unit commanders
- UCA

1.5. Retention Effort Folder (REF). The retention program manager keeps REFs on file 1 year after date of member's loss or until no longer needed.

1.6. Contact and Counseling. Retention program managers will record contact and counseling results on AF Form 158. [Attachment 2](#) gives instructions for completing the form.

- Reenlistment Counseling.
- The retention program manager will counsel members selected for reenlistment upon request.
- The retention program manager counsels members not electing reenlistment at least 6 months before ETS.

1.7. Career Information Contact--Reserve Retention Letters (RESRE 1, 2, 3, 4). The retention program manager contacts each USAFR enlisted member with less than 6 years of military service (based on pay date).

1.7.1. When the member completes the first, second, third, or fourth year of enlistment in the USAFR, the retention program manager:

- Mails the corresponding letters to the member.
- Counsels the member, if requested.
- Prepares AF Form 158 if counseling is provided.
- Keeps on file, copies of the letters or management product in accordance with AFMAN 37-139.
- Updates DIN VXX to 4 in order to suppress the computer-generated letter.
- Identifies members requiring 1-, 2-, 3-, 4-year retention letter contact using local management product.

1.7.2. Contact and counseling for members projected for reassignment to a nonparticipating status:

- Contact members by telephone, letter, or face-to-face.
- Record contact results on AF Form 158 and file in REF with a copy of the reassignment order.
- Suspense for contact at least 3 months after date of loss. Get losing commanders' consent before contacting members.

1.7.3. Counseling for unsatisfactory participants:

- Contact members with four unexcused absences.
- Contact face-to-face, letter, or telephone.
- Prepare AF Form 158 and REF.

1.7.4. Counseling immigrant aliens who enlisted on or after 1 May 1985.

- Contact by letter, face-to-face or telephone no later than 12 months before current ETS.
- Prepare AF Form 158 and REF.

1.7.5. Contacting members serving in grade E-3 (A1C) or below:

- Contact by letter no later than 12 months before current ETS.
- Record contact results on AF Form 158 and file in the REF with a copy of the letter.
- Suspense for follow-up contact at least 6 months before ETS (AF Form 158 and REF).
- For members who become eligible to reenlist update the DIN RBA to 5A.
- For members projected for ETS discharge, update the DIN RBA to 5L.

1.7.6. Counseling for members entered in the Weight Management Program (WMP) according to AFI 40-502.

1.7.7. Contacting members dropped from strength to a nonparticipating status or ETS discharge:

- Send a letter to the unit commander requesting contact with the member no earlier than 3 but no later than 6 months of loss.
- Contact (by letter) only those members the unit commander has approved for contact.
- Record contact results on AF Form 158 and retain REF for 1 year after date of loss.

1.7.8. Members ineligible to reenlist (other than nonselection and unsatisfactory WMP).

- Contact by letter no later than 12 months before current ETS.
- Record contact results on AF Form 158 and file in the REF with a copy of the letter.
- Suspense for follow-up contact at least 6 months before ETS.
- Record contact results on AF Form 158 and retain REF for 1 year after date of loss.

1.7.9. Members that requested counseling: Contact members as soon as possible (preferably at the next scheduled UTA).

Table 1.1. Airmen Retention Contact Schedule. (See note 1)

	A	B	C	D	E
R U L E	If individual	then contact is made	by the	and the type of contact is	according to paragraph
1	is a newly assigned member	within 2 UTAs of enlistment, assignment or completion of IADT	commander (see notes 2 and 3)	orientation briefing	1.4.2. --see Table 1.3. , step 1-3
2	is an obligated airman with less than 6 years total service (see note 4)	upon completion of the 1st, 2d, 3d, and 4th years of enlistment	Retention program manager (HQ ARPC/MSP for)	letter	1.7.1. --see Table 1.3. , step 4

	A	B	C	D	E
R U L E	If individual	then contact is made	by the	and the type of contact is	according to paragraph
3	has at least 6, but not more than 8, years total service	as needed (optional)	IMAs	letter, face-to-face, telephone, etc.	1.7.1.4--see Table 1.3. , step 5
4	is projected for reassignment to a nonparticipating status	upon publication of reassignment order or sooner if known			1.7.2.1--see Table 1.3. , step 7
5	has 4 or more unexcused absences	upon attaining fourth absence			1.7.2.2--see Table 1.3. , step 6
6	is ineligible to reenlist (other than non-selection & unsatisfactory WMP)	no later than 12 months before current ETS	Retention Program Manager	letter	1.7.2.7--see Table 1.3. , step 8
7	has dropped from strength to a nonparticipating status or ETS discharge	at least 3, but not later than 6 months after date of loss	Retention Program Manager (HQ ARPC/MSP for IMAs)	letter	1.7.2.1. and 1.7.2.6--see Table 1.3. , step 13
8	is eligible for reenlistment	not earlier than 12 months before current ETS	commander (see notes 3 and 5)	SRP	1.4.1.1.
9	is reconsidered and selected for reenlistment or appeal upheld	as soon as possible but before reenlistment	commander (see note 3)	AF Form 418	2.10.7.3. and 2.15.1.1.

NOTES:

- 1.Periodic discussion of job performance is the responsibility of the immediate supervisor.
- 2.Unit commanders with an excessive number of counseling sessions each UTA or IDT may appoint, in writing, an officer or senior NCO to help with the first orientation counseling session.
- 3.For IMAs, this is the commander of member's unit of assignment or attachment.
- 4.An obligated airman is defined as a member who initially enlisted in the reserve of any component (does not include delayed enlistment program). Contacting members that have prior active duty service with remaining obligation is optional, and applies to the unit program only.
- 5.The unit commander or designated representative may inform members of their selection for reenlistment at a different time when it is not possible for such notification to be made at the time of

selection. The designated representative must be appointed in writing and a copy of the appointment letter furnished to the MPF career enhancement section (retention program manager).

Table 1.2. Airmen Retention Counseling Schedule.

R U L E	A	B	C	D
	If individual	then counseling is given	by the	according to paragraph
1	is selected for reenlistment and is undecided or declines reenlistment	as soon as possible upon receipt of member's intent	commander (see notes 1 and 2), and the UCA	1.4.1.7. and 1.4.1.8.
2		as least 6 months before ETS	retention program manager	1.6.1.2
3	has requested counseling	as soon as possible (preferably, the next scheduled UTA)		1.6.1.1
4	not selected for reenlistment	upon nonselection	commander (see note 2)	2.10.3.2
5	is denied reenlistment after appeal	as soon as possible		2.15.2.1
6	is about to reenlist	before reenlistment	career enhancement	2.16

NOTES:

1. When it is not possible to have the unit commander conduct this counseling due to multiple UTAs or other such events, a designated representative may perform counseling. Designation must be in writing and a copy furnished to the MPF career enhancement section (retention program manager).
2. For IMAs, this is the commander of member's unit of assignment or attachment.

Table 1.3. Processing Procedures.

	A	B	C	D
S T E P	Procedure	Requirement	and	Responsibilities
1	initial orientation (RESINT or reverse side of AF Form 158)	send product to unit commander		retention program manager
2		brief member	have him or her sign and date product	unit commander
3		sign and date product	file completed product in (PIF) personnel information file	
4	1st, 2d, 3d or 4th year retention letter (RESRE1, RESRE2, RESRE3 or RESRE4)	mail appropriate letter to member	prepare AF Form 158 when counseling is provided	retention program manager
5	contacting 5-8 year group (optional) (locally designed letter)	mail letter to member		
6	contacting members with 4 or more unexcused absences (locally designed computer product)	notification will be as appropriate, i.e., letter, face-to-face, etc.	prepare AF Form 158 and REF	
7	contacting members projected for reassignment to nonparticipating status (locally designed computer product)	notification will be as appropriate, i.e., letter, face-to-face, etc.	prepare AF Form 158 and REF	retention program manager
8		record contact results on AF Form 158 and file in REF with copy of reassignment order	suspense for contact 3/6 months after date of loss	

	A	B	C	D
S T E P	Procedure	Requirement	and	Responsibilities
9	contacting members ineligible to reenlist (other than nonselection and unsatisfactory WMP) (locally designed computer product)	mail letter to member 12 months prior to ETS	prepare AF Form 158 and REF	
10		record contact results on AF Form 158 and file in REF with a copy of the letter	suspense contact 6 months prior to ETS, complete AF Form 158 and REF	
11	counseling eligible members who are undecided about or declined reenlistment (undecided or declined roster)	mail appointment letter to member	prepare AF Form 158 and REF	
12	counseling eligible members who are undecided about or declined reenlistment (undecided or declined roster)	record counseling on AF Form 158 and file in REF	update DIN RBA to appropriate code, suspense contact 6 months after date of loss, and notify the relocation section of members placed in RBA code 5B	retention program manager
13	contacting members dropped from strength to the non-participating status or ETS discharge (REF)	send letter to unit commander	request consent to contact	
14		unit commander approves or disapproves contact	return letter to the retention program manager	unit commander

	A	B	C	D
S T E P	Procedure	Requirement	and	Responsibilities
15		contact those approved by unit commander	record contact results on AF Form 158 retain REF 1 year after date of loss	retention program manager

Table 1.4. Completing AF Form 158, USAF Contact/Counseling Record.

Item	Explanation or Entry
Blank box preceding date	Enter 1 for the first counseling, 2 for the second counseling, and so on.
Date	Date of contact or counseling.
Type of contact or counseling	For example, SRP undecided or declined, by phone, face-to-face, letter.
Reasons	EXAMPLE: Requested, mandatory, 6 months before ETS, will not reenlist, ARPC reassignment request, and so on.
Comments	Document each contact or counseling session clearly and concisely. Record information that will aid future contact or counseling. If follow-up is needed, note this in the next section. The retention program manager or unit career advisor must sign comments.

The reverse side of the form, which is for initial orientation, is self-explanatory.

Chapter 2

REENLISTMENT AND EXTENSION OF ENLISTMENT:

2.1. Who Is Eligible for Reenlistment:

- Members assigned to regular or reserve units formed as supplements in the event of mobilization.
- Individual mobilization augmentees (IMA).
- Participating individual reservists assigned to RRPS or the USAFR squadrons.
- Individual ready reserve (IRR) members participating in the IRR bonus program.
- Standby reserve members assigned to the nonaffiliated reserve section ND (includes reservists with or without MSOs who have requested assignment to this section to continue participation after being designated a key employee, or an appointed or elected official.)
- Members being assigned to the selected reserve from ARPC who are within 180 days of expiration of term of service (ETS) and who require reenlistment.
- Members who are eligible for reenlistment and are within 6 months of current ETS.
- Members who are serving in a bonus AFSC and are within 30 days of current ETS (unless HQ AFRES/DPRV waives the requirement or the member is reenlisting for the Montgomery GI Bill program).
- Statutory tour applicants (USC 678). Members who are eligible for reenlistment and are more than 6 months from current ETS.
- Members in Reserve Sanctuary. These members have at least 18, but less than 20 satisfactory years for reserve retirement.

2.2. Qualifications for Reenlistment. Members are initially eligible if they meet the age, grade, physical, and screening requirements outlined in [Table 6.1.](#)

2.2.1. The commander must discharge eligible members according to AFI 36-3209. Members will be discharged on the effective date before reenlistment. However, ETS may not exceed the member's high year of tenure date (HYTD).

2.2.2. For Air Force enlisted members who have not completed their military service obligation (MSO), the obligation carries forward into the new reenlistment.

2.3. Requirements for Reenlistment:

2.3.1. In the United States and Its Possessions and Territories. The members servicing MPF reenlists members. MPFs do not reenlist IMAs without prior notice from HQ ARPC/MSP.

2.3.2. Outside the United States and Its Possessions and Territories. Any overseas Air Force MPF with the authority to do so reenlists members. To reenlist members not under their jurisdiction, the MPF must get authorization from HQ AFRES/DPR (HQ ARPC/MSP for IMAs and participating IRR/NDs).

2.4. Members Not Eligible for Reenlistment. Members whose DIN RBA is anything other than 5A are ineligible to reenlist. (See [Table 6.2.](#) for ineligible reasons and RBA codes.)

2.5. Retention After Completion of 18 or More, But Less Than 20, Years of Service (Title 10 U.S.C. 1176):

- Prohibits AFRES from involuntarily separating enlisted personnel.
- Except for physical disability or for cause, if they have completed at least 18 but less than 20 years satisfactory service for retirement purposes.
- Enlisted personnel in this category must be afforded the opportunity to reach minimum eligibility for retirement.
- Personnel with 18 but less than 19 years satisfactory service are authorized to serve to:
 - The date on which they are entitled to be credited with 20 years satisfactory service, or
 - The third anniversary of the date on which they would otherwise be discharged or transferred from an active status.
- Personnel with 19 but less than 20 years satisfactory service are authorized to serve to:
 - The date on which they are entitled to be credited with 20 years satisfactory service, or
 - The second anniversary of the date on which they would otherwise be discharged or transferred from an active status.
- Personnel who have been denied reenlistment and have exhausted their appeals will have their ETS computed according to the formula stated above.
- Commanders and MPF chiefs cannot deny extensions of enlistment requested by these personnel.
- Commanders and MPF chiefs cannot cancel extensions for quality force reasons. Commanders must pursue involuntary administrative discharge for cause if they do not want personnel in this category to retire.
- MPF chiefs will approve requests for extension of enlistment on sanctuary protected enlisted personnel for the years, months, and/or days necessary for the member to meet minimum Reserve retirement eligibility.

2.6. Waivers of Reenlistment Ineligibility. The Secretary of the Air Force (SAF) may grant or deny reenlistment to any person if it is in the best interest of the Air Force. Generally, waiver and approval authority is the same as for members reenlisting (AFI 36-2215) and enlisting (AFI 36-2002) in the regular Air Force. The wing or group commander (that is, the senior Reserve ART commander) authorizes the final determination on grade waiver.

2.6.1. Unit members send requests for secretarial-level waivers through command channels to HQ AFRES/DPR, Robins AFB GA 31098-1635.

2.6.2. IMAs submit requests through command channels to HQ ARPC/MSP, 6760 East Irvington Place #3800, Denver CO 80280-3800.

2.6.3. HQ AFRES/DPR and HQ ARPC/MSP send requests they think worthy of consideration to HQ USAF/REP, Washington DC 20330-5000, for final review. HQ USAF/REP sends requests to SAF. AFRES, ARPC, or HQ USAF/REP may disapprove requests and return them to the requestors.

2.6.3.1. If a member is not eligible for reenlistment, the unit commander does one of three things:

- Initiates a request for waiver of the disqualification.
- Denies reenlistment.

- Requests termination of the reenlistment by an administrative discharge.

2.6.3.2. If administrative discharge is approved, the commander sends the member a copy of the administrative discharge order and a letter stating that existing directives did not authorize reenlistment and that this reenlistment is invalid. In the letter, the commander gives specific reasons for the discharge and explains that service during the reenlistment may not be credited to any purpose.

Chapter 3

SELECTION PROCESS

3.1. Reenlistment Policy. Reenlistment in the Air force Reserve is not a right; it is a privilege. It obligates the individual to serve in the active military service in the event of mobilization. Members have the right to be considered for reenlistment or extension if they:

- Are eligible for reenlistment.
- Have qualities that are essential for continued service in the USAFR.
- Can perform duty in a career field for which the Air Force has a specific need (or the Air Force approves their retraining requests to fill valid requirements).
- Have 18 but less than 20 satisfactory years for reserve retirement.

3.2. Selection Objectives. Only by maintaining a force of dedicated, productive career airmen can the USAFR fulfill its national security obligation. The quality of the career airmen force depends on how supervisors and commanders make their selections. Those selected for reenlistment must show the capability and dedication for a reserve career.

3.3. Selection Level:

3.3.1. Unit Commander. The unit commander has selection authority for all assigned enlisted members. For IMAs, the selection authority is either the commander of the unit of assignment or the commander of the unit of attachment.

3.3.2. Reserve Commander. The senior Reserve commander has appointing authority for reenlistment appeal review boards and serves as the final selection authority in appeal cases. Only NAF personnel may serve as board members, for NAF assigned members who are appealing their reenlistment.

EXCEPTION: An ART denied reenlistment after appeal has the option to further appeal to HQ AFRES/CV through the NAF commander and HQ AFRES/DP.

- A non-ART Reserve member being denied reenlistment by the supervising wing commander has the option to further appeal to the NAF commander (4 AF, 10 AF, 22 AF).

3.4. Selection Factors:

3.4.1. Primary Factors. In selecting Air Force enlisted members for reenlistment, give primary consideration to:

- Initial eligibility according to paragraphs 2.1. and 2.2.
- Performance
- Recommendations of their immediate supervisor

3.4.2. Other Factors. In addition, for each member consider:

- Potential
- Grade and skill-level
- Aptitudes

- Education
- Motivation
- Self-improvement efforts
- Training and participation
- Derogatory information
- Physical condition
- Attitude and behavior
- Assumption of responsibilities
- Other related information

3.4.3. Nonfactors. A person's own desire to reenlist or not will have no bearing on selection determination.

3.5. Selection and Nonselection Procedures:

3.5.1. Notice of Application. For each member due to be considered to reenlistment, the retention program manager (HQ ARPC/MSP for IMAs) gives the unit commander (unit of assignment for IMAs and participating IRR/NDs) a reserve selection retention process roster (RESSRP) (for IMAs, a reenlistment eligibility brief [REB]), within 14 months before current ETS (within 12 months for IMAs).

3.5.1.1. When the member must be considered for reenlistment more than 14 months (12 months for IMAs) before current ETS, the unit commander sends written notification to the MPF (retention program manager), (unit of assignment for IMAs and participating IRR/NDs) of the member's selection or nonselection for reenlistment.

3.5.1.2. For members with an 8-year military service obligation (MSO) who have completed fewer than 6 years of their MSO:

- Current ETS is adjusted to equal completion of 6 years MSO.
- Term of enlistment (TOE) is 6 years.
- Date of enlistment (DOE) is the date MSO was initially incurred (normally, the date the member initially entered military service (DIEMS)).

NOTE:

This rule does not apply to PALACE CHASE.

3.5.1.3. For members with an 8-year MSO who have completed at least 6 years of their MSO:

- Reenlistment will be concurrent with their assignment to the unit program (first UTA is acceptable).
- TOE must cover the remaining MSO.
- If the member has no remaining MSO, term of enlistment will be 2 to 6 years.
- RESSRP and recommendation of the commander is not required.

NOTE:

This rule does not apply to PALACE CHASE.

3.5.1.4. For PALACE CHASE, see paragraph 3.7.

3.5.2. Supervisor Evaluation. The immediate supervisor reviews the selection factors in 3.4. to determine whether to recommend the member for reenlistment.

3.5.2.1. If the supervisor recommends reenlistment, they will use either initials, Xs, or check marks and signs the appropriate blocks on the RESSRP RIP or REB and sends it to the unit commander.

3.5.2.2. If not recommending reenlistment, the supervisor completes the RESSRP RIP or REB and submits it with an AF Form 418, **Selective Reenlistment Program Consideration**, to the unit commander. On AF Form 418, the supervisor explains why they did not recommend the member for reenlistment.

3.5.3. Selection Processing. The unit (or unit of assignment) commander weighs the supervisor's recommendation and other pertinent data and decides whether to select the member for reenlistment.

3.5.3.1. To select the member, the commander:

- Initials, Xs, or check marks selection and signs the appropriate blocks on the RESSRP RIP or REB.
- Destroys the AF Form 418 submitted by the supervisor.
- Notifies the member of selection for reenlistment (adding words of appreciation for the member's past and potential contribution to the unit's mission).
- Has the member complete the appropriate block on the RESSRP RIP.
- Counsels members who are undecided about or decline reenlistment. Annotates comments in the space provided on the SRP. (For IMAs, HQ ARPC/MSP obtains the member's reenlistment intent.)

3.5.3.2. To not select the member, the commander:

- Personally advises the member of the nonselection.
- Completes AF Form 418.
- Has the member initial acknowledgment, sign, and date the AF Form 418.
- Advises the member in writing of the right to appeal nonselection under paragraph 3.8. of this instruction.
- Submits AF Form 418, with supporting documentation, to the retention program manager (HQ ARPC/MSP for IMAs).

3.5.4. Final Processing:

3.5.4.1. After completing selection processing, the commander or unit career advisor sends the RESSRP RIP or REB to the retention program manager (HQ ARPC/MSP for IMAs/ participating IRR/NDs).

3.5.4.2. The retention program manager (HQ ARPC/MSPC-2) updates the DIN RBA to:

- 5A for the members who will reenlist.

- 5L for members projected for ETS discharge (will not reenlist).
- 5B for members who are undecided about reenlistment.

3.5.4.2.1. The retention program manager schedules counseling at least 6 months before ETS for members declining reenlistment.

3.5.4.2.2. Members required to reenlist concurrent with their assignment to the unit program that decline to reenlist will be reassigned to the non-participating IRR within 30 days of the date they declined to reenlist. Do not apply this rule to PALACE CHASE.

3.5.4.2.3. If members declining reenlistment have completed 6 years of their MSO:

- Reassign them to the IRR on the 6th anniversary of their MSO.
- Change TOE to 8 (before assignment).
- Change ETS to equal expiration of term of obligation (ETO) (before assignment).
- Update RBA code to 5E.

NOTE:

Do not apply this rule to PALACE CHASE.

3.5.4.3. For RESSRP RIP not received 6 months before a member's ETS, the retention program manager:

- Considers the member undecided or ineligible to reenlist.
- Updates RBA code to 5B and notifies Personnel Relocation of this action.
- Contacts and counsels the member using AF Form 158.
- Establishes a REF.

3.5.4.4. For PALACE CHASE, see paragraph 3.7.

3.5.5. Appeals Process . Members who have not been selected have a right to appeal selection under paragraph 3.8. of this instruction.

3.5.5.1. The member must submit a written appeal to MPF by the next scheduled UTA after the date they were notified. (IMAs submit their appeal to their MAJCOM within 30 days of notice.)

3.5.5.2. For unit members, the retention program manager processes the AF Form 418 when it is received from the unit commander, for appeal action, if applicable.

3.5.5.3. For IMAs/participating IRR/NDs, HQ ARPC/MSP forwards the commander's nonselection package and member's appeal package to the member's MAJCOM.

3.5.6. After Appeal:

3.5.6.1. For unit members, the retention program manager updates the DIN RBA according to the findings of the appeals board.

3.5.6.2. For IMAs, the MAJCOM forwards the package to MSP and updates the DIN REB according to the findings of the appeals board.

3.5.6.3. For members who have remaining MSO and are not selected after appeal, the retention program manager:

- Ensures reassignment to the non-participating IRR within 30 days of the date final nonselection occurred.
- Changes TOE to 8 (before assignment).
- Changes ETS to equal ETO (before assignment).
- Updates RBA code to 5E (nonselection for reenlistment) before personnel relocation updates the member's assignment in the personnel data system (PDS).

3.5.7. Changes in Reenlistment Status:

3.5.7.1. If the unit commander selects a member for reenlistment but later deems the member ineligible to reenlist, the commander prepares AF Form 418 and processes it as if it were an initial nonselection. The commander:

- Places an "X" in the "not recommended" block of AF Form 418.
- Sends the form to MPF Career Enhancement Section for processing.

3.5.7.2. For PALACE CHASE, see paragraph 3.7.

3.5.7.3. If the commander does not select the member initially but later reconsiders the member for reenlistment, the commander prepares AF Form 418 as the RESSRP RIP or REB for IMAs. The commander:

- Places an "X" in the "selected" block in AF Form 418.
- Sends the form to MPF Career Enhancement Section (HQ ARPC/MSP) for processing.
- Career Enhancement updates the DIN RBA code in accordance with this instruction.

3.5.8. Waivers of Reenlistment Disqualification . If the unit commander recommends a **grade** waiver, they send the recommendation through Career Enhancement to the wing or group commander for a final decision. (Waivers of reenlistment disqualification for **age** require SAF approval. The commander sends these waivers to HQ USAF/REP).

3.5.8.1. The retention program manager (for IMAs, the MAJCOM advises HQ ARPC/MSP) updates DIN RBA to spaces (no entry in this data field is necessary) on approved waivers.

3.5.8.2. The retention program manager processes the RESSRP RIP.

3.5.8.3. Career enhancement attaches the approved grade waiver to DD Form 4 in accordance with paragraph 4.3.

3.6. Air National Guard (ANG) Accessions. Guidance on reenlistment for ANG or inactive members who are without MSO and are transferring directly to the unit program follows.

3.6.1. Members who possess a valid DD Form 4 and are not serving on an extension of enlistment do not require reenlistment.

3.6.2. Members who are serving on an extension of enlistment must be reenlisted concurrent with their assignment (first UTA is acceptable).

3.6.3. Members who are assigned before the reenlistment changes take effect and who are serving on an extension of enlistment, may request reenlistment under the provisions of paragraph 5.3. Reenlistment under these circumstances terminates their extension.

3.6.4. Members who are serving on an extension that exceeds 23 months at the time of assignment must reenlist to cover this period. They may be in direct violation of AFRES 23 months maximum extension rules.

3.6.5. PALACE CHASE members must be reenlisted by the gaining reserve MPF, unless (for members without remaining MSO) this action was accomplished by the losing active duty MPF.

3.7. Selection and Nonselection Procedures: (PALACE CHASE)

3.7.1. PALACE CHASE members without an MSO or serving on an extension of enlistment. Career Enhancement determines if the following criteria has been met:

- Reenlistment must be concurrent with the members' assignment to the unit program (first UTA is acceptable).
- TOE must cover any extension, enlistment, or reenlistment incurred under an ANG contract.
- RESSRP and recommendation of commander is not required.

3.7.2. Reenlisting PALACE CHASE Members. Reenlist members before or concurrent with their assignment to the unit program (first UTA is acceptable) for the years, months, and days needed to cover their PALACE CHASE contract. RESSRP and recommendation of commander is not required.

3.7.3. PALACE CHASE Members Declining To Reenlist or Requesting Reassignment to Inactive Status (ARPC): Report members under paragraph [3.7.1.](#) to HQ AFMPC/DPMAPR, Randolph AFB TX 78150-6001 (AFI 36-3205).

- If these members have remaining MSO upon completion of their PALACE CHASE contract:
- Reassign them to the IRR.
- Change TOE to "8" (before assignment).
- Change ETS to equal ETO (before assignment).

3.7.4. PALACE CHASE Members Not Selected for Reenlistment. If members have remaining MSO:

- Reassign them to non-participating IRR within 30 days of final nonselection date.
- Change TOE to "8" (before assignment).
- Change ETS to equal ETO (before assignment).
- Update RBA code to 5E (nonselected for reenlistment) before the personnel relocation section updates the members' assignment in PDS.

3.8. Appeal Options. Members may appeal their nonselection for reenlistment through one of two options:

3.8.1. Appeals to Senior Reserve Commander. Unit members may appeal to their senior reserve commander (IMA members may appeal through the unit commander to HQ ARPC/MSP) for final selection or nonselection authority. (For ART personnel, see paragraph [3.3.2.](#))

- The senior reserve commander is the NAF, wing, or detached group commander of the commander making the nonselection.

3.8.2. Appeals to an Appeal Board. Members may request appointment of an appeal board to consider the case.

- After reviewing a case, the appeal board sends its recommendation to the senior reserve commander (for unit members) or through the unit commander to HQ ARPC/MSP (for IMAs).

3.8.3. Appeals Package. To support their case, members may submit an appeals package containing favorable information and written statements from people who have knowledge of the case. MPF (HQ ARPC/MSP for IMAs) must receive this material before the senior reserve commander or appeal board reviews the case.

3.9. Appeal Boards (For IMAs, appeal board is held at the MAJCOM level):

3.9.1. Review. The appeal process allows review of only written documentation. The senior reserve commander must approve requests to appear before the senior commander or appeal board.

3.9.2. Commander's Decision. Under either method, the senior commander's decision is final. The senior reserve commander advises member's immediate commander of final decision in writing. (See paragraph 3.9.7.)

EXCEPTION: An ART denied reenlistment may further appeal to HQ AFRES/CV, through NAF/CC, and HQ AFRES/DP.

Appeal Board Structure.

3.9.2.1. The grade of the member requesting the board review determines the composition of the appeal board. Board members must be at least one grade higher than the member being considered.

3.9.2.2. When practical, appoint both officers and enlisted personnel to the appeal board. At least one of the members must be a field grade officer.

3.9.2.3. Enlisted board members must be E-7 or above.

3.9.2.4. An appeal board must have at least three members.

3.9.2.5. The member from the career enhancement section acts as a nonvoting technical advisor and recorder.

3.9.3. Appointment of board members, scheduling, and notification. The career enhancement section:

- Selects the members.
- Sends an appointment letter signed by MSM to each selected member.
- Schedules the appeal board and advises each board member, in writing, of the date, time, place, and requirements of the appeal board.
- Advises the member requesting appeal, in writing, of the date appeal board will convene and the need to receive all documentation (other than written appeal) before that date.

3.9.4. Appeal board action:

3.9.4.1. The board reviews the written appeal, AF Form 418, and other documentation necessary to make its recommendation.

3.9.4.2. The board prepares a written report to the senior USAFR commander, attaching all reviewed documentation to its recommendation. This report must include:

- The location, date, and purpose of the meeting.
- Names of the board members.
- The board's recommendation.
- The reasons for the board's decision.

3.9.5. Senior USAFR commander action (senior active duty commander for IMAs). Under either method of appeal, the senior USAFR commander:

- Reviews all the documents received from the appeal board and others if necessary. (See paragraph 3.8. for guidance on appearances by the member requesting appeal.)
- Upholds the commander's decision or approves the airman's appeal and completes AF Form 418.
- Advises the member's immediate commander, in writing, of the final decision and attaches AF Form 418.
- Sends the case file to MPF career enhancement section (HQ ARPC/MSP for IMAs).

3.10. Action Required After Appeal:

3.10.1. When Appeal Is Approved:

3.10.1.1. On receiving notice from the senior Reserve commander that the members appeal, has been approved, the unit commander:

- Has the member complete applicable portion of the AF Form 418.
- Sends the completed AF Form 418 to the MPF/Career Enhancement Section. (HQ ARPC/MSP for IMAs).
- If appropriate, schedules reenlistment processing through MPF/Career Enhancement Section.

3.10.1.2. On receiving the completed AF Form 418, the MPF/Career Enhancement Section (HQ ARPC/MSP for IMAs):

- Completes AF Form 418.
- Attaches it to the case file.
- If appropriate, schedules reenlistment processing.
- Sends it to the MPF/Customer Service section (HQ ARPC/MSPPS-2 for IMAs) for inclusion in the member's unit personnel record group (UPRG).

3.10.2. When Nonselection Is Upheld.

- Senior USAFR commander has the authority to override the appeals board.

3.10.2.1. On receiving notice from the senior USAFR commander that the unit commander's decision has been upheld, the unit commander:

- Counsels the member concerning their status before the member's enlistment expires.
- Explains to the member why they were not selected for reenlistment.
- Advises the member of any policy that may block further reenlistment or extension of enlistment.

- Advises ART personnel electing to appeal to HQ AFRES/CV that they must submit their written appeal to MPF career Enhancement section within 15 calendar days of the date they were notified of nonselection.
- Asks the member to complete applicable portion of AF Form 418.
- Completes applicable portion of AF Form 418.
- Attaches it to the case file.
- Sends it to Customer Service section for inclusion in the member's UPRG.

3.10.2.2. To process the appeals request for a member serving on extension:

- Terminate the extension according to paragraph 2.27.
- Take immediate ETS discharge action. (For ART personnel, see paragraph 3.3.2.1.)

Chapter 4

REENLISTMENT PROCEDURES

4.1. Pre-enlistment Interview. Career enhancement reviews the following items with the member before reenlistment.

4.1.1. Eligibility for Retired Pay. To be eligible for retired pay, an airman must serve the last 8 years of qualifying service a member of a USAFR component (Title 10, U.S.C. 1331).

NOTE:

This applies to an individual who has completed 12 or more years in a regular branch of the armed forces.

4.1.2. Physical Requirements. Be sure that members meet USAFR medical standards in AFI 48-123. The medical facility must receive certification of medical eligibility before members may reenlist.

Have members who have not completed a periodic physical examination or an AF Form 895, **Annual Medical Certificate (AMC)**, within the past 12 months, complete AF Form 895.

4.1.2.1. Work with the medical facility to establish procedures to resolve "yes" responses on the AF Form 895.

4.1.2.2. File the completed AF Form 895 in member's health record.

4.1.2.3. For IMAs, if physical was within last 90 calendar days, state the date of the physical on the AF Form 895.

4.1.2.3.1. Have members showing a change in medical status provide a physician's report.

4.1.2.3.2. If members show a change in medical status, refer them for evaluation of medical qualifications to the servicing medical facility.

4.1.2.4. Brief members on dependent care responsibilities in accordance with AFI 51-604.

4.2. Terms of Reenlistment. Terms of reenlistment are for 2, 3, 4, 5, or 6 years.

4.2.1. Reenlistment for 1 year is limited to members who will complete their MSO by current ETS (unit program only).

4.2.2. Members reenlisting up to their HYTD or up to the expiration date of their PALACE CHASE contract may do so for the years, months, and days required for these specific programs.

4.3. Documentation. Complete DD Form 4 as directed in [Attachment 3](#) Career enhancement (HQ ARPC/MSP, for IMAs) distributes the form as follows.

4.3.1. For Unit Members:

4.3.1.1. Send the original form to HQ ARPC/MSP, 6760 E Irvington Pl #3800, Denver 80280-3800. With the original include:

- A statement of understanding and agreement ([Figure 4.1.](#)), if required.
- One copy of the certificate required by [Attachment 3](#), if it applies.

- One copy of any approved waiver.

4.3.1.2. File the first copy in member's field personnel record and attach:

- A statement of understanding and agreement (**Figure 4.1.**), if required.
- One copy of the certificate required by **Attachment 3**, if it applies.
- One copy of any approved waiver.

4.3.1.3. Give the second copy to the member.

4.3.1.4. The third copy is kept by the Career Enhancement section to track reenlistments.

4.3.2. For IMAs. Send all copies to HQ ARPC/MSP 6760 East Irvington Place #3800, Denver CO 80280-3800.

4.4. Administering the Oath of Enlistment. Any commissioned officer of the Armed Forces of the United States may orally administer the oath of enlistment. The officer administering the oath must be in front of the US flag, with the member facing the flag.

Figure 4.1. Sample Statement of Understanding and Agreement.

STATEMENT OF UNDERSTANDING AND AGREEMENT

DATE _____

PLACE _____

Make this statement in connection with my discharge from enlistment under Title 10, U.S.C. 511(d) and my enlistment this date as a Reserve of the Air Force under Title 10 U.S.C. 511(a) to complete an approved temporary nonmilitary obligation requiring residency outside the United States, or an approved temporary religious missionary obligation. I understand and agree that:

The term of enlistment includes the period of residency outside the United States or missionary obligation plus the remaining military service not completed under my previous enlistment under Title 10 U.S.C. 511(d); therefore, I am reenlisting and must serve a period of _____ years, _____ months, and _____ days.

My temporary release from participating in Reserve training during my residency outside the United States or missionary obligation may not exceed 30 months and may not be extended. If I reside outside the United States or extend my missionary obligation the extension may not exceed 30 months. Otherwise, I will be subject to involuntary order to active duty for up to 24 months.

During my residency outside the United States or missionary obligation, I will be assigned to the Nonaffiliated Reserve Section (NARS-NB) of Standby Reserve.

On release from my temporary nonmilitary or missionary obligation, I must immediately notify HQ ARPC/DPR, E. IRVINGTON PL #2200 DENVER CO 80280-2200, and report my residency address.

After release from my temporary nonmilitary or missionary obligation, I must locate and join a category A Ready Reserve unit (includes ANGUS) or an individual mobilization augmentation position and satisfactorily participate in Reserve training.

WITNESS

(unit commander or authorized
representative)

(signature of enlistee)
(typed name of enlistee)

(To be permanently attached to DD Form 4)

Table 4.1. Preparing DD Form 4

ITEM FORM 4/1	NODD	DESCRIPTION	EXPLANATION OR ENTRY
1.		Name	Enter complete last name (including compound name, if any, full first name, full middle name, and any suffix such as Jr. or Sr. If the member was given an initial rather than first or middle name, enter the initial. When preparing the form mechanically: . Do not use punctuation of any sort, including periods, commas, or dashes. . --Do not show an apostrophe or hyphen contained within a name. . --Do not insert spaces between sections of names or use as substitutes for apostrophes or hyphens. Examples: O'Brien James Henry Jr is shown as OBRIEN JAMES HENRY JR; Smith-Connally Harold M is shown as SMITHCONNALLY HAROLD M
2.		Social Security Number	Enter SSAN, separating divisions by a hyphen. Example: 123-45-6789
3.		Home of Record	Enter the street address, city, state, and 9-digit ZIP Code that the individual claims as their permanent home of record. Example: 123 SOUTHERN AVENUE CITY, STATE 12345-6789
4.		Place of Enlistment or Reenlistment	Enter the military installation or city and state of reenlisting activity's location. Example: ROBINS AFB GA NIAGARA FALLS IAP NY
5.		Date of Enlistment or Reenlistment	Enter the date of reenlistment in year-month-day sequence. Example: 920601, 920615
6.		Date of Birth	Enter in year-month-day Example: 62 09 02, 62 09 21
7.		Previous Mil Svc Upon Enl/Reenl	No entry required.
8.		Branch of Service for (Period of Reenlistment)	Enter: AIR FORCE RESERVE. Enter the number years for which the member is reenlisting (1, 2, and so on). Leave the number of weeks blank.
		Pay Grade	Enter the pay grade in which the member is reenlisting (E-5, E-6, and so on).
		Annex(es)	If no annexes, enter NONE.
8a		Delayed Enlistment	Leave blank.

ITEM NODD FORM 4/1	DESCRIPTION	EXPLANATION OR ENTRY
8b	Remarks	Enter: "Honorably discharged from the United States Air Force Reserve effective (enter discharge date) for the purpose of immediate reenlistment." "I understand and acknowledge I must participate in the Direct Deposit Pay Program unless I obtain a waiver of this requirement from my commander according to AFR 177-20." For E-4 sergeants who reenlist after 2 May 91, enter: "I am reenlisting as an E-4 sergeant. I understand that I will convert to senior airman on 1 May 1997 (or sooner if announced by HQ Air Force), unless I am promoted before that date.
8c	Initials of Enlistee/ Reenlistee	Self-explanatory.
9	For All Enlistees/ Reenlistees	MANDATORY READING BY EACH REENLISTEE.
10	Military Service Obligation...	MANDATORY READING BY EACH REENLISTEE.
11	For Enlistee/ Reenlistee in...	Not applicable.
12	For all Male	MANDATORY READING BY EACH MALE REENLISTEE.
DD Form 4/2		Enter reenlistee's full name and SSAN. See instructions for items 1 and 2 above.
13a	Certification	Self-explanatory.
13b	Signature of Enlistee/ Reenlistee	Reenlistee signs full name in first, middle, and last name sequence or writes payroll signature.
13c	Date Signed	Enter date of signature in year-month-day sequence. Example: 820916
14a	Branch of Service	Enter AIR FORCE RESERVE.
14b	Name	Enter last name, first name, and middle initial of service representative (normally from MPF/Career Enhancement). This person cannot be a member or an enlistment or reenlistment officer.
14c	Pay Grade	Example: E-5.
14d	Unit or Command Name	Enter the service representative's unit of assignment. Example: 123 AIR BASE SQUADRON
14e	Signature	Before signing, the accepting individual must verify that all entries are correct and must explain all applicable paragraphs to the reenlisting individual. The person identified in item 14b must sign their name in first, middle, and last name sequence (initials and last name are acceptable).

ITEM NODD FORM 4/1	DESCRIPTION	EXPLANATION OR ENTRY
14f	Date Signed	Enter date in year-month-day sequence. Example: 82 09 16.
14g	Unit or Command Address	Example: ROBINS AFB GA 31098-6001
15	In the Armed Forces except in the National Guard	Immediately following "I" in the space provided, enter the reenlistee's full name in first, middle, and last name sequence.
16	In the National Guard.	Not applicable.
17	In the National Guard.	Not applicable.
18a	Signature...	Reenlistee signs full name in first, middle, and last name sequence or gives payroll signature.
18b	Date Signed	Enter the date in year-month-day sequence. Example: 82 09 16
19b	Unit or Command Name	Example: 123 AIR BASE SQUADRON.
19c	Pay Grade	Example: 03.
19d	Unit or Command Name	Example: 123 AIR BASE SQUADRON.
19e	Signature	The officer identified in item 19b signs their name in first, middle, and last name sequence (initials and last name are acceptable).
19f	Date Signed	Enter the date in year-month-day sequence. Example: 82 09 16
19g	Unit or Command Address	Example: ROBINS AFB GA 31098-1635

4.5. Handling Erroneous Reenlistment Documents. There are two types of errors on reenlistment documents: contractual errors and administrative errors. Requests to correct these errors are made in the best interest of the Air Force.

4.5.1. Contractual Errors. These are errors made in violation of this instruction. For example, reenlistment of an airman who is not eligible to reenlist is a contractual violation. Only NAF personnel liaison, HQ AFRES/DPR, HQ ARPC/MSP, or HQ USAF/REP may correct this kind of error.

4.5.1.1. When it identifies a contractual error, MPF/Career Enhancement sends a request to void the reenlistment through channels to NAF/Personnel Liaison (HQ ARPC/MSP for IMAs). In the request, include:

- Circumstances of the error.
- Recommendation of the unit commander.
- Statement of circumstance from the airman.

4.5.1.2. Send requests that cannot be resolved to HQ AFRES/DPR (HQ ARPC/MSP, for IMAs).

4.5.1.3. If HQ AFRES/DPR or ARPC/MSP decides that the contract is invalid, it may recommend the airman for separation.

4.5.1.3.1. A member who disagrees with this decision must apply to the Air Force Board of Correction of Military Records according to AFI 36-2603.

4.5.2. Administrative Errors. These are technical errors such as typographical mistakes, strikeovers, and misspellings.

4.5.2.1. The member and the reenlistment officer must initial each correction. Correct administrative errors discovered in any block of the DD Form 4 at base-level.

4.5.2.1.1. The MPF chief represents the AFRES in initializing and overseeing the correction required if the reenlistment officer is not available.

4.5.2.1.2. The member must initial each correction in the presence of the enlistment officer or MPF chief, as appropriate.

4.5.2.2. Make corrections only if the airman and AFRES consent to them.

4.5.2.3. Resolve disagreements by filling out a statement of understanding and agreement ([Figure 4.1.](#)).

4.5.2.4. Remove only the pages that require correction, not the entire set.

4.5.2.5. Type the appropriate corrections (or sign, if signature is incorrect) on the record copy of the DD Form 4. On the upper margin of the corrected pages, type in capital letters "CORRECTED COPY--CORRECTIONS AUTHORIZED ACCORDING TO AFI 36-2612."

4.5.2.6. On completion of the correction, reproduce a copy of the corrected DD Form 4.

4.5.2.7. Attach the reproduced copy to the DD Form 4 in the airman's UPRG.

4.5.2.8. Send the corrected pages of the DD Form 4 to HQ ARPC/DSMPB 6760 E IRVINGTON PL #4400, Denver CO 80280-4400.

4.5.2.9. Clearly identify the corrected document as corrected copies on the AF Form 330, **Records Transmittal/Request**.

4.5.3. File Updates. If necessary, MPF/Career Enhancement (HQ ARPC or MSP for IMAs updates the PDS and DIN DATA. Specifically, it updates the DOE, TOE, ETS, and sources of original entry (SOE).

Chapter 5

EXTENSION PROCEDURES

5.1. Eligibility for Voluntary Extension. The following may ask for an extension of enlistment:

5.1.1. College students who enlisted under AFRESR 33-1 but did not graduate on time. If the period of enlistment is not enough to meet the contractual agreement, they may apply for extension.

5.1.2. Members under waiver consideration by HQ ARPC/SG for physical disqualification.

5.1.3. Members with less than 2 years remaining for entitlement to retired pay. The extension may not go beyond the member's 64th birthday. This paragraph is the authority for such an extension.

NOTE:

Members who are 58 or 59 years old and have at least 20 satisfactory years for retirement, may extend only to their 60th birthday or HYTD, whichever occurs first.

5.1.4. Members who are in ISLRS and whose enlistment expires. HQ ARPC/DPRA must decide that retention is in the best interest of the Air Force.

5.1.5. Members who are applying for transfer or assignment to the retired reserve under AFI 36-3203. The member must request an extension for an unspecified period contingent on transfer to the retired reserve (paragraph 5.2.1 does not apply). If approved, HQ ARPC/DPRA extends enlistment for an unspecified period. This extension takes effect on the date the member transfers to the retired reserve. (You do not need AF Form 1411, **Extension of Cancellation of Extensions of Enlistment in the Regular Air Force/Air Force Reserve.**)

5.1.6. Selectees for the US Air Force Academy Preparatory School (AFI 36-2021). Members may extend if their enlistment will expire before they complete their required period of active duty.

5.1.7. Members who need service retainability to attend technical school.

5.1.8. Members who need service retainability to go on statutory tour (U.S.C. 678).

5.1.9. Members who receive a recommendation. The recommendation may be for any reason in the best interest of the service or may be required by other directives or announced programs.

5.1.9.1. Convenience of the member is not grounds for extension.

5.1.9.2. Members must otherwise qualify for reenlistment.

5.1.10. Members who are applying for benefits under the Reserve Montgomery GI Bill Program and have fewer than 6 years left of selected reserve enlistment. The extension should cover enough years to carry current TOE to 6 or more years.

5.1.11. Members who are on the weight management program. Extend enlistment only to the date the program requires the member to meet weight standards according to AFI 40-502 (paragraph 5.2.1 applies). Do not authorize additional extensions.

5.1.12. Members who need fewer than 23 months of extending to meet their HYTD. You may extend a member's contract at any time for this purpose. Extend enlistment for the exact years, months, and days needed.

5.1.13. Period of voluntary extension. Voluntary extensions are for whole month periods needed to serve their purpose but not more than 23 months unless HQ AFRES/DPR or HQ ARPC/MSP approves a waiver.

5.1.14. Members who have 18 but fewer than 20 satisfactory years for Reserve retirement.

5.2. Reasons for Involuntary Extension. The commander designated under paragraph 5.3. may authorize involuntary extensions of enlistments:

- For members with an MSO whose enlistment expires before they complete a period of active duty ordered because of unsatisfactory participation.
- When directed in the event of war or national emergency (Title 10, U.S.C., Sections 511(c), 671a, 671b, 672(a), and 673(a)).
- For a member's trial by court-martial, if begun while the member is subject to the Uniform Code of Justice (UCMJ).
- For a member's positive urinalysis test results, if identification is within the time frame that would not allow for administrative discharge action to take place without an extension to current ETS.

EXCEPTION: The 23-month requirement does not apply to extensions in the IRR under paragraph 5.1.5. or 5.1.8.

5.3. Extension Approval Authorities:

5.3.1. Unit Commander. The unit commander (unit of assignment commander, for IMAs) makes the final decision on any request for voluntary extension. The unit commander may also cancel or terminate a voluntary extension. Commanders who have MPF under their command may delegate this responsibility to the MPF.

5.3.2. HQ ARPC/DPRA. This office may direct (for IMAs), process (for IRR members), or cancel involuntary extensions under paragraph 5.2.

5.3.3. MAJCOMs. MAJCOMS may direct or cancel involuntary extensions of enlistments for IMAs under paragraph 5.2.

5.4. Completing Documentation for Extensions:

5.4.1. MPF Actions. The chief of the MPF completes AF Form 1411, section 5, designating someone to decide on extension requests. The following people may be designees.

5.4.1.1. NCOs assigned to MPF/Career Enhancement or HQ ARPC/MSP in the grade of technical sergeant or higher, and their rating and endorsing officials. Civilians assigned to MPF career enhancement in the pay grade of GS-05 or higher.

5.4.1.2. The chief customer support, if serving in the grade of technical sergeant or higher.

5.4.1.3. A technical sergeant or above (AFSC 3S0X1) or officer assigned to the MPF during mobility deployment and readiness exercises. These people may decide on extensions only during the period of the exercise only.

NOTE:

The MPF chief appoints these authorities in writing and, at the end of the exercise, destroys AF Form 1411 used for exercise purposes.

5.4.2. Career Enhancement Actions. Career enhancement personnel (HQ ARPC/MSP, for IMAs):

- Send the original AF Form 1411 to HQ ARPC/DSMPB, 6760 E Irvington Pl #4400, Denver CO 80280-4400.
- File a copy of AF Form 1411 (with duplicate DD Form 4) in the member's personnel record.
- Update PDS.
- Give a copy of AF Form 1411 to the member.
- Announce involuntary extensions under paragraph 5.2. by special orders citing Title 10, U.S.C., Section 673(a), and AFI 36-2612, paragraph 5.2., as authority. Distribute orders according to paragraph 5.4.2.
- Announce involuntary extensions under paragraph 5.2. by Reserve Orders citing Title 10, U.S.C., Section 270(b), as authority. Distribute orders according to above.
- IRR Bonus Recipients. A commissioned officer or notary public may sign extensions for IRR bonus recipients.

5.5. Canceling an Extension. Cancel extensions that the member has not yet entered if:

- The Air Force cannot meet the terms on which it agreed to extend service (thus, completion of the extension would be unfair to the member).
- Cancellation would be in the best interest of the service and the member.
- The member wants to reenlist on original ETS instead of entering the extension.

NOTE:

Documentation. Use an AF Form 1411 to effect the cancellation. Sign and distribute the form according to paragraph 5.4.2.

5.6. Terminating an Extension. Terminate extensions that the member has already begun serving if:

- The member wants to reenlist and the new contract is sufficient to cover the extension period.
- The reason for an involuntary extension no longer exists.
- The member meets weight standards according to AFI 40-502 and is now eligible to reenlist.
- The unit commander's recommendation of nonselection for reenlistment has been upheld under paragraph 3.3.2. or 3.9.

NOTE:

Use AF Form 1411 to terminate a voluntary extension. Announce termination of an involuntary extension by special order or reserve orders. Distribute forms and orders according to paragraph 5.4.

PART 2

ENLISTED PERSONNEL APPOINTMENT TO NONCOMMISSIONED OFFICER (NCO) STATUS AND OFFICER RETENTION

Chapter 6

NCO QUALIFICATIONS AND REASSIGNMENT UPON MAXIMUM SERVICE OR AGE

6.1. Policy on NCO Qualifications:

- The Air Force terminated appointment to NCO status on 1 May 1991.
- Applicants transferring or enlisting who have no break in service and are sergeants, retain that status until 30 April 1997, unless they are promoted or demoted.
- Applicants enlisting on or after 2 May 1991 who have a break in service are enlisted as senior airmen, whether or not they previously held NCO status.

6.2. Reassignment Upon Maximum Service or Age.

6.3. Reserve Commissioned Officers. The Air Force separates reserve commissioned officers according to AFI 36-3209, when the officers reach the prescribed maximum service or age limit for their grade, whichever occurs first. There are two exceptions to this rule.

6.3.1. Officers may be retained beyond the maximum service or age limit under the sanctuary provisions of Title 10 U.S.C. 1006.

6.3.2. SAF may waive maximum service or age retention requirements under certain circumstances (see table 3.3). For such waivers it considers the following factors:

- Air Force medical service wartime readiness requirements and taskings (if the applicant is a medical services officer).
- The USAFR medical career development program (if the applicant is a medical services officer).
- Whether the applicant has been awarded constructive service credit.
- Availability of a suitable replacement.
- The applicant's duty performance.
- The best interest of the nation and the US Air Force.
- Medical recruiting shortfalls and US Air Force medical staffing projections by corps and AFSC.
- The date the reservist will earn 20 satisfactory years for paid retirement (applications for waivers under Title 10 U.S.C. 8855 do not ensure retention to age 60 or 68, as applicable.) NOTE: Normally, reservists are not retained beyond this date. For certain reservists, however, SAF may approve retention (Title 10 U.S.C. 676, and table 3.3).

6.4. Enlisted Members. Enlisted members may not take part in the Selected Reserve past the prescribed maximum service or age limit, whichever occurs first. The following are exceptions to this rule:

- The enlisted member may serve beyond the prescribed maximum age or service if they are retained for an additional 3 years (through an extension).

- The enlisted member may be retained if they reach the service or age limit before serving 20 satisfactory years for Reserve retirement (SYRR).
- Enlisted members who cannot achieve 20 SYRR before age 60 must apply for a waiver. If the waiver is approved, the member will be allowed to take part for the specific number of years, months, and days needed to attain 20 SYRR, up to age 64.
- Such waivers are denied to members who have an unsatisfactory Retirement/Retention (R/R) year during the grace period unless the unsatisfactory R/R year was due to circumstances beyond the member's control. The grace period is 1 January 1989 through the member's adjusted HYTD.
- Enlisted members who reach the prescribed maximum service or age and have 20 SYRR are discharged from the USAFR according to AFI 36-3209, unless they are transferred to the Retired Reserve (AFI 36-3203).

Table 6.1. REENLISTMENT ELIGIBILITY (Y=YES)

If reenlisting		1	2	3	4	5	6	7	8	9	10
A	within 6 months of current ETS	Y									
B	to satisfy selected reserve service retainability requirements for retraining & tours of active duty for training (see Note 1)		Y								
C	to take part in ART program			Y							
D	to take part in the AF ROTC				Y						
E	to take part in the MGI Bill Program (see Note 1)					Y					
F	up to 24 mos. before current ETS if approved for retraining into a bonus AFSC (see Note 2)						Y				
G	within 30 calendar days of current ETS and receiving an incentive (see Note 3)							Y			
H	for temporary nonmilitary obligation or religious mission (see Note 4)								Y		
I	for PALACE CHASE retainability									Y	
J	for High Year Tenure Program										Y
then they must be											
L	recommended by unit commander	X		X		X	X	X			X
L	serving in the grade of E-3 (A1C) or higher (see Note 5)	X					X	X			
M	less than 54 years of age at time of reenlistment (see Notes 6&7)	X	X	X	X	X	X	X	X	X	
N	medically qualified	X	X	X	X	X	X	X	X	X	X
O	screened according to paras 3.1. to 3.10.	X	X	X	X	X	X	X	X	X	X
P	reenlisting for 1 to 6 years (see Note 8)	X						X			
Q	reenlisting for 2 to 6 years		X	X	X						

If reenlisting		1	2	3	4	5	6	7	8	9	10
R	reenlisting for 3 or 6 years						X				
S	reenlisting for 6 years					X					
T	reenlisting for years-months-days (see Note 9)								X	X	X

NOTES:

1. Member may opt to extend if required retainability is 23 months or less.
2. Reenlistment is accomplished upon award of 3-level AFSC.
3. Reenlistment more than 30 calendar days before current ETS requires waiver by HQ AFRES/DPRV unless reenlisting for the Montgomery G.I. Bill Program.
4. Members must reenlist for a period equal to their temporary nonmilitary or religious mission (not more than 30 months) plus the service remaining on their previous enlistment. (See [Figure 4.1](#) for required statement of understanding and agreement.)
5. First-term airmen serving in the grade of airman first class may reenlist without waiver, if they have less than 4 years total service at time of reenlistment. See paragraph [3.5](#) for grade waiver requests.
6. Members who are age 54, but less than age 60 and are within 23 months of age 60, are extended to age 60, or HYTD whichever occurs first. Individuals who are age 54 or greater are reenlisted for the number of years, months, and days required to reach age 60 or HYTD, whichever occurs first.
7. Members who are age 60 and who can attain retirement eligibility by age 64, but require more than 23 months of service to attain eligibility, are reenlisted for the years, months, and days required to reach retirement eligibility.
8. Reenlistment for 1 year is limited to members who will complete their MSO by current ETS (Unit Program Only).
9. For individual reservist requiring less than 23 months retainability, an AF Form 1411, **Extension of Enlistment** is processed for years, months, days required. This provision is applicable for those members who require extension to their HYTD and may be completed at any time, if member is otherwise eligible for reenlistment.

Table 6.2. INELIGIBLE FOR REENLISTMENT AND REASON CODE

R U L E	A If member	B and the reason code is	C then an
1	has not yet been considered under the selective retention process (SRP)	YY	not required
2	has been selected, undecided about reenlistment	5B	
3	enrolled in the weight management program according to AFI 40-502 (see note 1)	5C	

R U L E	A If member	B and the reason code is	C then an
4	has been denied reenlistment based on unsatisfactory participation/performance, attitude, bearing, or behavior (see note 2)	5E	required
5	is an immigrant alien who enlisted on or after 1 May 1985 and has not attained US citizenship	5F	not required
6	is serving in grade E-3 (A1C) or below (see note 3)	5H	
7	is under consideration for administrative discharge (see note 4)	5I	
8	has applied for or is approved for retirement or is within 23 months of mandatory retirement	5K	
9	has been selected, declined reenlistment	5L	
10	is undergoing article 15 action	5M	
11	is a conscientious objector, or a person with religious convictions that would prevent unrestricted assignment	5N	
12	is assigned to ISLRS	5O	
13	is assigned to NARS but is not eligible to take part for points	5P	
14	is awaiting HQ ARPC waiver consideration of a physical disqualification	5Q	
15	is preparing for the ecclesiastical ministry in an accredited or recognized theological seminary	5R	
16	is eligible for HYT continuation	5S	
17	is selected for HYT continuation	5T	
18	is not selected for HYT continuation	5U	
19	has declined HYT continuation	5V	

NOTES:

- 1.Does not apply to a member serving under Phase II, WMP Code 3 (6-month observation period), these members are eligible to reenlist if otherwise qualified.
- 2.Unsatisfactory participation is not limited to UTA attendance.
- 3.First-term airmen serving in the grade of airman first class may reenlist without waiver if they have less than 4 years total service at time of reenlistment. See paragraph 3.5.8. for grade waiver requests.
- 4.Included in this category are members who are physically disqualified to AFI 48-123, members who take civilian employment with a foreign government without approval by the Secretary of the Air force to retain status, and members of a foreign country armed forces.

PART 3

HIGH YEAR OF TENURE (HYT)

Chapter 7

PROCEDURES

7.1. USAFR Membership. Membership in the USAFR is a privilege. It obligates a person to serve in the active military service in the event of mobilization or emergency, or at other times as the national security may require.

7.2. USAFR Tenure Program. A tenure program within the USAFR is essential to avoid the loss of combat readiness resulting from a maturing force. The objective of the USAFR tenure program is to effectively manage the USAFR officer and enlisted force, thereby achieving the military objectives assigned to the USAFR.

7.3. USAFR Enlisted HYT Program. This program is designed to improve grade ratios, ensure sustained promotion opportunity for lower graded enlisted personnel, and increase readiness by providing a force fit for the rigors of war.

7.3.1. The HYT program limits participation in the selected reserve and the participating IRR programs to a total of 33 years creditable service for military pay (CSMP or pay date) for all USAFR enlisted members of the USAFR unless they are selected for retention beyond HYT.

7.3.2. Except as provided for in paragraph 7.5.1.2., each member's high year tenure date (HYTD) corresponds to the first day of the month following either member's pay date plus 33 years or age 60, whichever occurs first.

7.4. Who Qualifies for the HYT Program.

7.4.1. The Air Force considers all USAFR enlisted personnel in the selected reserve, participating IRR, and participating Standby, regardless of grade who have or will achieve 33 years of CSMP.

7.4.2. The Air Force does not enlist members of any regular, guard, or USAFR component if they would have 33 or more years of total federal military service (TFMS) at the time of enlistment in the USAFR.

- Members who have at least 28 TFMS must be enlisted for the exact years, months, and days needed to reach 33 years' TFMS.

7.5. Procedures:

7.5.1. Statutory Tour (ST):

7.5.1.1. Members who were on a statutory tour before 1 January 1989 are eligible to complete their normal tour.

7.5.1.1.1. If their tour completion date (TCD) is before HYTD, they are eligible for follow-on Selected Reserve participation up to HYTD.

7.5.1.1.2. If their TCD is after their HYTD, they serve out their statutory tour, if otherwise qualified.

7.5.1.2. Members not on a statutory tour on 1 January 1989 who are selected to serve a statutory tour may serve up to their HYTD if TCD would extend past HYTD.

- Members with a pay date year 1957 or later may request waiver of HYTD according to AFI 36-2115. If they are selected they may have their TCD extended to the normal TCD for their statutory tour or adjusted HYTD, whichever occurs first. Waiver of HYTD is processed by HQ USAF/REP and approved by HQ USAF/RE.

7.5.2. ART Personnel:

7.5.2.1. Establish initial ART HYTD according to paragraph 8.5.

7.5.2.2. 14 months before HYTD, MPF or personnel relocation notifies the servicing civilian personnel office to place ARTs under the DOD priority placement program (PPP). (**NOTE:** The CPO enrolls the ARTs in the PPP 12 months before HYTD.

7.5.3. Enlistment and Assignment Constraints. Prospective enlistees and assignees having 33 or more years CSMP are not eligible for enlistment or assignment to the participating ready or standby reserve.

7.6. Adjustments. Only HQ AFRES/DPRV or HQ ARPC/MSPC-2 may adjust HYTD. If an adjustment to HYTD is necessary for a USAFR unit member, the following procedures apply:

- MPF personnel relocation section prepares request containing relevant information and sends it to HQ AFRES/DPRV.
- HQ AFRES/DPRV adjusts HYTD as required.
- HQ ARPC/DPAD verifies established HYTD for IMAs and makes adjustments when necessary.

7.6.1. .Adjustment Criteria. Adjust HYTD to age 60 to allow members to complete 33 years CSMP. Such members must have 20 SYRR but fewer than 33 years CSMP before normally established HYTD.

NOTE:

Do not use this provision for members who are 60 or older and have 20 SYRR. Members with at least 20 SYRR may not participate past age 60.

7.6.2. Adjust HYTD to allow members to attain 20 SYRR by age 64. During this grace period (1 January 1989 or thereafter), the member may not have an unsatisfactory year.

7.6.3. Adjust HYTD to coincide with normal TCD for members who entered a statutory tour before 1 January 1989 and have a TCD that extends beyond normally established HYTD.

7.6.4. Adjust HYTD to current ETS for members who reenlisted before 1 November 1988 and whose current ETS extends beyond normally established HYTD.

7.6.5. Adjust HYTD for ARTs to the earliest date the member can retire from civil service without incurring a reduced annuity or established military HYTD, whichever is greater. For example, use this rule to adjust HYTD for ARTs who reenlisted before 1 November 1988.

7.6.6. When a member loses ART status and HYTD was adjusted to allow for civil service retirement, adjust HYTD back to its original date.

7.6.7. If the military HYTD has expired, the member is released from the military position on the date their ART status terminates.

7.6.8. Reassign, retire, or separate the ART member no later than 120 days after member vacates ART position. The member may not participate after HYTD or during the actions just mentioned.

7.6.9. Adjust HYTD for members selected for continuation. For ARTs, compute adjustment on the basis of established military HYTD.

7.7. Personnel Data System (PDS) Products. Use these products with the USAFR enlisted HYT program (category A or unit program). For the Direct English Statement Information Retrieval (DESIRE):

7.7.1. MPF's develop a local DESIRE to identify all members with HYTDs within the next 14 months. For example, roster run in Jul 93 would identify HYTDs in September 1994 for review and consideration.

7.7.2. Upon request, HQ AFRES/DPRV gives each MPF a list of the HYTD data in the HAF file.

7.7.3. The MPF uses this list to validate HYTDs at base-level.

Chapter 8

WAIVERS (EXTENSIONS TO HYTD)

8.1. Criteria. The Air Force only rarely grants waivers to the 33-year maximum HYTD. It:

- Considers waivers on a case-by-case basis.
- Does not grant waivers to members with a pay date of 1956 or earlier (increment 1).
- Considers for waivers only those members deemed essential to unit readiness.
- Considers traditional USAFR (non-ART) and ART members who are within 14 months of their current HYTD.

8.2. Authority. Commanders may recommend for waivers only those members deemed essential to unit readiness. Any level of the chain of command may disapprove a continuation waiver. This decision is final and cannot be appealed.

8.2.1. For Unit Members. HQ AFRES/CV is the waiver approval authority.

8.2.2. For IMAs. The MAJCOM commander or designee is the waiver approval authority.

8.2.3. For Members on Statutory Tour. The chief of the AFRES is the waiver approval authority.

8.2.4. For Centrally Managed Programs. The IMA program manager (HQ ARPC/SG/JA/HC) is the waiver approval authority.

8.2.5. For Elements, Federal Emergency Management Agency, and Selective Service. HQ ARPC/DR is the waiver approval authority.

8.3. Eligibility:

8.3.1. ARTs whose civil service retirement date is at least 3 years later than HYTD are automatically continued to the civil service retirement date. They may not continue beyond that date.

8.3.2. Members with pay date year 1957 or later (increments 2 and 3) may request an HYTD waiver.

8.4. Procedures:

8.4.1. Member Notification. 14 months before the member's HYTD, Personnel Relocation section notifies all concerned parties that the member's HYTD is due to expire in 14 months. Notification consists of:

- A letter mailed to the member's mailing address (listed in the PDS).
- A letter to the member's unit commander.
- A letter to the member's servicing CPO if the member is an ART. (The CPO uses this letter to enroll ARTs in the PPP at least 12 months before HYTD.)

NOTE:

MPF may give the wing or group commander and senior enlisted advisor (SEA) a list of members' projected HYT expiration dates.

8.4.2. Code Updating. MPF/Career Enhancement updates (all eligible HYTD waiver) reenlistment eligibility codes to "5S-Elects Consideration." (All members are presumed to elect consideration for continuation unless they decline such consideration in writing to their commander or the MPF.)

8.4.3. Commander Decision:

8.4.3.1. Upon notification by the MPF that an assigned member's HYTD is to expire within the next 14 months, the member's unit commander decides whether to request continuation of the member's HYTD.

8.4.3.2. The unit commander tells both the member and MPF whether they are requesting or disapproving an extension to the HYTD. The commander makes this notification in writing no later than 6 months before the member's HYTD expires.

8.4.4. Request Procedures. Commanders may request a one-time, 3-year continuation waiver beyond the 33-year maximum HYTD. The Air Force safeguards requests throughout the waiver consideration process.

8.4.4.1. In the request, the unit commander specifies:

- Staffing by grade in member's AFSC.
- Number of qualified members who could fill this position.
- Number of personnel presently in or awaiting technical school.
- Number of personnel in upgrade training to levels 5 and 7.
- That recruiting efforts have not attracted another qualified candidate.
- Why the member's service is indispensable to the unit's mission-ready status.

8.4.4.2. The commander sends the request to MPF personnel relocation section.

8.4.4.3. MPF personnel relocation section sends the request to the parent wing or group commander for endorsement.

8.4.4.4. If the parent wing or group commander recommends approval, they return the request to MPF personnel relocation section.

8.4.4.5. MPF personnel relocation section sends the request through NAF/CC to HQ AFRES/DPRV. The request should arrive no later than 4 months (about 120 days) before HYTD.

8.4.4.6. HQ AFRES/DPRV sends the request to AFRES/CV for a final decision.

8.4.5. When the Request is Disapproved:

8.4.5.1. HQ AFRES/DPRV updates DIN RBA to code 5U (not selected), using personnel transaction identifier (PTI 41I).

8.4.5.2. A transaction register (TR) is produced when DIN RBA updates to code 5U at base-level.

8.4.5.3. MPF personnel relocation section uses the TR to complete the nonselection letter. Personnel relocation section gives this letter to the parent wing or group commander for signature.
NOTE: Personnel relocation is responsible for mailing the letter to the member.

8.4.5.4. When notified that they have been denied continuation of HYTD, the member may elect one of several options:

- Reassignment to the retired reserve, effective on HYTD.

- Discharge on HYTD (see note 1).

NOTES:

- 1.The MPF personnel relocation section then sends a list of disapproved continuation waivers to HQ AFRES/DPRV.*
- 2.Members who elect to separate, be discharged, or resign rather than transfer to the retired reserve must receive counseling on their reduced benefits and entitlements. If they have 20 years of satisfactory service, they must also sign a statement:*

I have been counseled on my reduced benefits and entitlements, related to my discharge, separation, or resignation, in lieu of retirement. I do not elect to retire and understand that I will not be eligible for retirement at a later date.

Member's Signature Military Personnel

8.4.5.5. The Air Force retires or separates nonselected members no later than 120 days from the date they were nonselected.

8.4.6. Supplemental Consideration. If the unit commander determines that consideration for the member's continuation was denied because of an error, administrative oversight, or termination of ART status, they may ask for supplemental consideration according to paragraph **8.1**.

- Members who fail to receive or return a letter of notification are not eligible for supplemental consideration and may not participate beyond HYTD.

8.4.7. When the Request Is Approved:

8.4.7.1. The Air Force adds a 3-year extension to the original HYTD. Comparing this with the date the member turns age 60, it adjusts the HYTD to whichever date comes first.

8.4.7.2. HQ AFRES/DPRV updates the adjusted HYTD and DIN RBA to code 5T (selected), using PTI 41I.

8.4.7.3. A transaction register is produced when DIN RBA updates to code 5T at base level.

8.4.7.4. The MPF personnel relocation section uses the TR to complete the selection letter. It then gives this letter to the parent wing or group commander for signature and mailing to the member.

NOTE:

Once extended or reenlisted, a member is not eligible for further participation beyond HYTD.

8.5. Air Reserve Technicians (ART). For the purpose of the following explanation, military-HYTD (MHYTD) is defined as 33 years of service based on pay date and civilian-HYTD (CHYTD) as civil service retirement date.

8.5.1. Eligibility. ART members with a pay date of 1958 or earlier may participate to age 60 in accordance with legislative approval. (See FY93 DOD Authorization/Appropriations Acts.)

8.5.2. Criteria. Consideration for continuation is based on CHYTD or MHYTD, whichever is greater. Continuation of HYTD, however, is computed according to MHYTD.

8.5.3. Loss of ART Status:

8.5.3.1. When ARTs lose their ART status and their original HYTD expires, they may not continue participating. The Air Force retires or discharges them within 120 days of their loss of ART status.

8.5.3.2. When an ART loses ART status before CHYTD, the MPF personnel relocation section notifies HQ AFRES/DPRV to adjust CHYTD back to MHYTD.

8.5.3.3. If the commander has not previously considered the ART member for continuation, they may request supplemental consideration. (See paragraph [8.4.6.](#))

Chapter 9

ENLISTED HIGH YEAR TENURE FOR IMAS, PARTICIPATING IRR, AND PARTICIPATING STANDBY MEMBERS AND PARTICIPATING STANDBY MEMBERS

9.1. Procedures. The Air Force considers requests for waivers on a case-by-case basis and grants them only to people it deems essential to the mission.

9.1.1. HQ ARPC/MSPAR:

- Notifies the member by certified mail 12 months before the established HYTD.
- Sends a courtesy copy of the notification to the MAJCOM program manager (HQ ARPC/SG/JA/HC for centrally managed programs; HQ ARPC/DRM for Air Force elements, FEMA, and Selective Service System).
- HQ ARPC/MSP will update the reenlistment eligibility code.

9.1.2. HQ ARPC/MSP:

- Updates the reenlistment eligibility code.
- Sends a RIP to the member and a copy to the MAJCOM program manager (or HQ ARPC/SG/JA/HC or HQ ARPC/DRM) and unit commander.

9.1.3. Member's Intentions. The member has 180 days from receipt of notification RIP to notify HQ ARPC/MSPAR of intentions, be retired, discharged, or apply for a one time waiver. For members electing discharge or retirement, HQ ARPC/MSP sends the necessary forms.

9.2. Waiver Consideration.

9.2.1. The MAJCOM commander or their designee has the authority to grant a one time, 3-year continuation waiver beyond the 33-year maximum. This waiver may be granted to members with a pay-date of 1957 or later. Extensions for continuation beyond the HYTD should be an exception, not a rule.

9.2.2. The member initiates the waiver request and sends it through the organization's chain of command to the MAJCOM of assignment.

9.2.3. Any endorsing official in the chain of command may disapprove the request during the consideration process. Disapproval of a continuation waiver is final and cannot be appealed.

9.2.4. The waiver approval authority is:

- The MAJCOM commander of assignment or designee, or IMA members.
- The IMA program manager (HQ ARPC/SG/JA/HC), for centrally managed programs.
- HQ ARPC/DRM, for Air Force elements, FEMA, and Selective Service System.

9.2.5. The approving authority notifies the member of the decision regarding the waiver request.

9.2.6. The approving authority sends all written decision on waiver requests to HQ ARPC/MSP no later than 180 days before the HYTD.

9.2.7. HQ ARPC/MSP processes reenlistment, retirement, or separation actions and sends the decision to HQ ARPC/MSPPS-2, which updates the UPRG.

Chapter 10

THE LINE LIEUTENANT COLONEL TENURE PROGRAM

10.1. Tenure Criteria. The Line Lieutenant Colonel Tenure Program limits participation in the selected reserve to lieutenant colonels who:

- Have 20 satisfactory years for reserve retirement (SYRR) (including the last 8 years USAFR service rule).
- Have 6 or more years in grade.

10.1.1. Eligibility . The lieutenant colonel tenure policy applies to all line officers, including rated officers, assigned to the selected reserve, participating IRR, and participating standby programs.

10.1.2. Guidelines:

10.1.2.1. Reassign or voluntarily retire officers meeting policy criteria no later than the last day of the month in which they reach 6 years time in grade (computed from promotion service date (PSD)). Exempt those members who have 6 years time-in-grade, but have not met retirement eligibility. Reassign or voluntarily retire these members no later than 60 days from verification of retirement eligibility by HQ ARPC/DPK.

10.1.2.2. Compute time in grade from the officer's PSD.

10.1.2.3. Reassign officers not electing retirement to the inactive status list reserve section (ISLRS).

10.1.2.4. Officers may not resign their commission for the purpose of continued service in enlisted grades.

10.1.2.5. If officers are within 90 days of the mandatory separation date (MSD), continue them to MSD.

10.1.2.6. Develop procedures for advance identification and verification of members to ensure compliance with established effective dates.

10.1.2.7. Notify members at least 180 days in advance of member's tenure date.

10.1.2.8. Retain members meeting the criteria for tenure during the period 1 October through 30 November and eligible for promotion until 31 December pending release of the promotion board results.

10.1.3. ARTs Prior to Eligibility for Civil Service Retirement. Do not reassign or retire ARTs under this policy prior to their obtaining eligibility for civil service retirement--immediate annuity with no reduction due to age.

- Under the Civil Service Retirement System (CSRS), 55 years of age and 20 years civil service--unreduced discontinued service retirement.
- Under the Federal Employee's Retirement System (FERS), minimum retirement age (MRA) and 20 years civil service--technician retirement.

10.1.4. Tenure Within 12 Months. The MPF career enhancement section identifies officers who will meet tenure criteria within 12 months. For ARTs so identified, it:

- Asks the civilian personnel office (CPO) in writing to verify their civil service retirement eligibility.
- Upon verification, notifies HQ AFRES/DPCS so that the latter can place ARTs in the PPP (this notification should occur at least 13 months before retirement eligibility).
- Notify the personnel relocation section of officers who do not elect retirement (this notification should occur at least 30 days before tenure or retirement eligibility date).

10.1.5. Notification. Guidelines for participating IRR and participating standby section.

10.1.5.1. HQ ARPC/MSPAR will notify the MAJCOM Reserve program manager (HQ ARPC/DRM for AF Elements, FEMA, and Selective Service) 12 months before the member meets the criteria of the tenure program. Member will be projected to ISLRS 180 days before meeting the criteria.

10.1.5.2. HQ ARPC/MSPAR will notify by certified mail, each lieutenant colonel affected by the tenure program of the available options 12 months before meeting the criteria:

- Be reassigned to ISLRS.
- Apply for transfer to the retired reserve.

10.1.6. Waivers of "Tenure." Waivers are not generally authorized. Submit an "exception to policy" request, through command channels to HQ USAF/RE, only in extremely rare cases where the loss of an individual would result in a mission failure. Rule of thumb: is the mission going to fail or suffer substantially as a result of the loss of the individual?

10.1.6.1. Submit "exception to policy" requests through command channels and HQ AFRES/DP to AFRES/CV.

10.1.6.2. AFRES/CV sends recommendations for "exception to policy" to HQ USAF/RE (HQ ARPC/CC or designee is the commander for 9631XXXX reservists) for final review and approval.

10.1.6.3. Any level in the chain of command may disapprove the request for exception.

10.1.6.4. Submit waiver requests at least 90 days prior to member's tenure date.

Table 10.1. Benefits and Entitlements For Retired and Former Air Force Reserve Members.

	Not yet age 60		Age 60	
	Retired	Former Member	Retired	Former Member
Commissary	12 Visits per CY	12 Visits Per CY*	Unlimited	None
ID Card	DD Form 2AF (Red)	None	DD Form 2AF (Blue)	DD Form 1173
DEPM ID	DD Form 1172-1	None	DD Form 1173	DD Form 1173
BX	Unlimited	None	Unlimited	None
MWR	Unlimited category "C"	None	Unlimited	None
Medical	None	none	Member and dependents	Member and dependents

	Not yet age 60		Age 60	
	Retired	Former Member	Retired	Former Member
Longevity Pay Credit	Based on rate at age 60	Based on rate when separated***	Based on rate at age 60	Based on rate when separated***

*With copy of twenty year letter from ARPC and commissary privilege card

**Revenue generating MWR activities

***For individuals who first became members of the armed forces after 8 September 1980

Table 10.2. Retention Over Maximum Service or Age For Certain Officers.

S T E P	A	B	C	D
	If a member is a	and is	and	then member may apply
1	physician, dentist, nurse, or biomedical sciences officer (excluding health service administrator) (see notes 1 and 2)	applying for appointment in the USAFR	cannot earn 20 satisfactory years for paid retirement before mandatory separation date (MSD) or before age 60	concurrent with appointment application for a retention waiver to earn 20 satisfactory years for paid retirement if attainable before age 68 (Title 10 U.S.C. 8855).
2		currently serving in the Ready Reserve (see note 3)		immediately for a retention waiver beyond age 60 to date when 20 satisfactory years will be earned for paid retirement or to age 68 (10 U.S.C. 8855)(see note 4)
3		being assigned as a statutory tour officer	statutory tour release date exceeds date of eligibility for paid retirement	immediately under 10 U.S.C. 8855 for a retention waiver to tour release date or age 68, whichever is sooner (see note 5).
4	chaplain (see Note 5)	eligible, or is within 1 year of being eligible, for paid retirement at age 60	is within 1 year of 60th birthday	for a retention waiver not to exceed age 62 (10 U.S.C. 676) (see note 5).

S T E P	A	B	C	D
	If a member is a	and is	and	then member may apply
5		currently serving in the Ready Reserve (see note 3)	cannot earn 20 satisfactory years for paid retirement before MSD or before age 60	immediately for a retention waiver to earn 20 satisfactory years for paid retirement or to age 60 (Title 10 U.S.C. 8855)

NOTES:

1. Under Title 10 U.S.C. 8855, an officer may not be retained in an active status after the officer becomes 68 years of age.
2. Officers may be retained to fulfill a mission-based requirement, i.e., aerospace medicine physician (AFSC 48GX), surgical skills (AFSC 45SX and 45BX), anesthesiologist (AFSC 4SAX), and nurses (AFSC 46XX). Waivers will be recommended for 3-year intervals. Individuals who complete 20 satisfactory years for paid retirement and do not possess a mission-based critical AFSC will not be favorably considered for waiver.
3. If a member is currently serving in the ready reserve and has completed 20 years of satisfactory service, disregard column C. The member may be retained under this rule if it is in the best interest of the service.
4. A reserve officer retained beyond age 60 under Title 10 U.S.C. 8855, who is or becomes eligible for paid retirement, is deemed to have been retained under Title 10 U.S.C. 676.
5. Chaplains who are not, or will not be, eligible for paid retirement at age 60 may apply and be retained beyond age 60, based on the needs of the service, to date when 20 satisfactory years for paid retirement will be earned or until age 62 (Title 10 U.S.C. 1003). Chaplains who are or will be eligible for paid retirement at age 60, or at or before age 62, may apply and be retained beyond age 60, based on the needs of the service, until age 62 (Title 10 U.S.C. 676).

JOHN J. CLOSNER, Maj Gen, USAF
Chief of Air Force Reserve

Attachment 1

GLOSSARY OF ABBREVIATIONS, ACRONYMS, AND TERMS

Abbreviations and Acronyms

AFRES—Air Force Reserve
AFSC—Air Force Specialty Code
ACCPDS—Reserve Components Common Personnel Data System
ARPC—Air Reserve Personnel Center
ART—Air Reserve Technician
BDU—Battle Dress Uniform
BMT—Basic Military Training
BX—Base Exchange
MPF—Military Personnel Flight
CCAF—Community College Air Force
CHYTD—Civilian High Year Tenure Date
CRPO—Consolidated Reserve Personnel Office
CSMP—Creditable Service for Military Pay
DESIRE—Direct English Statement Information Retrieval
DIN—Data Identification Number
ETS—Expiration of Term of Service
GI BILL—Montgomery Government Issue Bill
HAF—Headquarters Air Force
HYT—High Year Tenure
HYTD—High Year Tenure Date
IADT—Initial Active Duty Training
IG—Inspector General
IMA—Individual Mobilization Augmentee
IRR—Individual Ready Reserve
ISLRS—Inactive Status List Reserve Section
MAJCOM—Major Command
MHYTD—Military High Year Tenure Date
MSD—Mandatory Separation Date
MSO—Military Service Obligation

NAF—Numbered Air Force
NARS—Nonaffiliated Reserve Section
NCO—Noncommissioned Officer
OPR—Office of Primary Responsibility
QAFA—Quality Air Force Assessment
RBA—Reenlistment Eligibility Status Code
RD—Reinforcement Designee
RESINT—Reserve Initial Orientation
RESRE1—Reserve 1st Year Retention Letter
RESRE2—Reserve 2nd Year Retention Letter
RESRE3—Reserve 3rd Year Retention Letter
RESRE4—Reserve 4th Year Retention Letter
RESRE0 (RIP)—Reserve Reenlistment Eligibility Product
RESSRP—Reserve Selection Retention Process
RIP—Report Individual Personnel
R/R—Retirement/Retention
RRPS—Ready Reinforcement Personnel Section
ST—Statutory Tour
SYRR—Satisfactory Years for Reserve Retirement
TCD—Tour Completion Date
USAFR—United States Air Force Reserve
UTA—Unit Training Assembly

Terms

Active Duty for Training (ADT)—A tour of active duty used for training members of Air National Guard (ANG), United States Air Force Reserve (USAFR), and individual mobilization augmentees (IMA). The aim is to make available to the armed forces trained units and qualified persons for service during war, national emergencies, or at other times as national security requires. The member is under orders until the period of active duty for training is completed. When ADT ends, the member returns to inactive status. **NOTE:** ADT includes annual training of enlistees with no prior service.

Commander's Call—A meeting called by the commander to inform personnel of pertinent information.

Discharge—Termination of any enlistment or appointment resulting in complete separation from military status.

Extended Active Duty (EAD)—Tour of active duty (normally for more than 90 days) performed by a member of the Air Reserve components. Strength accountability for persons on EAD shifts to the active

force. Active duty for training and active duty in a service academy or armed forces preparatory school are not creditable as extended active duty.

First-Term Airmen—Members serving on their first enlistment from civilian status with no prior military service.

Inactive Duty Training (IDT)—Authorized training performed by an ANG, USAFR, or IMA member not on active duty, annual training, or active duty for training. IDT consists of regularly scheduled unit training periods, additional training periods, or equivalent training relevant to the member's organization of assignment.

Inactive Status List Reserve Section (ISLRS)—The inactive status of the standby reserve.

Individual Mobilization Augmentee (IMA)—An individual reservist (training categories A, B, and D) who attends drills, receives training and is preassigned to an active component organization, a selective service system, or a Federal Emergency Management Agency billet that must be filled on or shortly after mobilization.

- IMAs train on a part-time basis with these organizations to prepare for mobilization.
- Inactive duty training for IMAs is decided by component policy and can vary from none to 48 drills a year.

Military Service Obligation (MSO)—The time that a member must serve in a regular or Reserve component of the armed forces as required by the Military Selective Service Act of 1967 or Title 10 U.S.C. 651, as amended.

Nonaffiliated Reserve Section (NARS)—The active status section of the standby reserve.

Nonobligation Nonparticipating Ready Personnel Section (NNRPS)—Individual ready reserve section made up of officers and enlisted personnel without MSOs or contractual agreements, who are still qualified for worldwide duty.

Obligated Reserve Section (ORS)—An active status section of the ready reserve administered by the Air Reserve Personnel Center (ARPC). A ready reserve member with an MSO who is not assigned to a ready reserve unit or mobilization position is assigned to the ORS.

Ready Reinforcement Personnel Section (RRPS)—A participating status section of the Individual Ready Reserve comprising members (training category H) who volunteer to remain in the ready reserve, but who are not currently assigned to unit or IMA positions. RRPS is a source of extra staffing for anticipated needs whose grade and Air Force specialty code (AFSC) cannot be precisely established. Members may earn points through enrollment in Extension Course Institute (ECI) courses or through inactive duty training attachments to Air Force, ANG, or AFRES units

Ready Reserve—The selected reserve and individual ready reserve liable for active duty as prescribed by law (Title 10 U.S.C. 268, 672, and 673).

Retired Status—USAFR member who according to law, is eligible for retirement with or without pay and is assigned on request or by law to the retired reserve.

Selective Retention Process (SRP)—A computer generated product provided to allow selection or nonselection of reenlistment.

Standby Reserve—Those ANG, USAFR or IMA members and units (other than those in the ready reserve or retired reserve) who are liable for active duty only as provided in Title 10 U.S.C. 273, 672, and

673.

State—Any of the 50 states, the Commonwealth of Puerto Rico, the District of Columbia, and Guam.

Unit of Assignment—The organization to which an individual is assigned and would report to upon mobilization.

Unit of Attachment—The unit to which a member may be attached for training. Inactive duty training is usually located nearest the reservist's home.

Products—The following products are used in the career retention program (unit program only):

- Reserve Selection Retention Process (RESSRP) RIP.
- Reserve 1st Year Retention Letter (RESRE1).
- Reserve 2nd Year Retention Letter (RESRE2).
- Reserve 3rd Year Retention Letter (RESRE3).
- Reserve 4th Year Retention Letter (RESRE4).
- Reserve Initial Orientation (RESINT) RIP.

Attachment 2**COMPLETING AF FORM 158, USAFR CONTACT/COUNSELING RECORD****A2.1. General Instructions:**

- A2.1.1. Type or print the form in original only.
- A2.1.2. Get the personal data required to complete the form from current alpha roster or personnel records.
- A2.1.3. File completed original forms in career enhancement section for contact and counseling and in the unit for initial orientation.
- A2.1.4. Use each form for three contacts for counseling. If you need more than three contacts, put only the name on the second or subsequent forms. Number pages accordingly in the upper right hand corner where specified.

NOTES:

- 1. All entries on the form are self-explanatory, except for recording contact and counseling.
- 2. If other documentation is available, (such as a letter from the member requesting reassignment to ARPC), complete the top section of AF Form 158 (see [Table 1.4.](#)), add relevant comments (see attached letter), and attach the letter to AF Form 158.

Attachment 3**INSTRUCTIONS FOR COMPLETING DD FORM 4 ENLISTMENT/REENLISTMENT DOCUMENT--ARMED FORCES OF THE UNITED STATES****A3.1.**

1. **General Instructions.** DD Form 4 is the basic document establishing legal relationship between the USAFR and the enlisted member.
2. Use this attachment as the governing directive for preparing DD Form 4 for USAFR reenlistees only.
3. Capitalize all alphabetical characters. Use a ball-point pen with reproducible black or blue-black ink for all signatures.
4. Make sure that all items are correctly completed without strikeovers. Initial any erasures or corrections by the reenlistee and the service representative, except item 5 (Date of Enlistment) or 8 (service, period of enlistment and pay grade) or Section E. Errors in these items or sections will necessitate complete reaccomplishment of the pages.
- 5.1.4. Complete DD Form 4 and distribute according to paragraph [4.3](#).

A3.2. Detailed Instructions for Completing DD Form

- 1.4. Complete all items as directed. (See [Table 4.1](#), chapter 4)

Attachment 4

**SAMPLE UNIT COMMANDER NOTIFICATION LETTER TO MEMBER ON WAIVER CON-
SIDERATION FOR HYTD EXTENSION**

FROM: (unit organization and functional address symbol, such as "94 AW/CC")

SUBJ: Waiver Consideration for High Year of Tenure Date (HYTD)

TO: (member's rank, name, Social Security number, and mailing address)

Dear (member's rank and last name):

Your HYTD will expire on (member's HYTD). By regulation, you are eligible to be considered for a "one-time waiver" of your HYTD. See AFI 36-2612 for waiver criteria and authority.

As of (date of commander's decision), I have made the following decision on your waiver case (choose one):

_____ Regrettably, after careful consideration, I will not be submitting a request to extend your HYTD. (See note.)

_____ I have elected to submit your case for HYTD extension consideration to the (wing or group commander) for further processing (recommended approval/disapproval action).

Any questions on this matter may be addressed to me at (unit commander's telephone extension), as well as the MPF at (MPF's telephone extension).

Sincerely,

(NAME, Rank, USAF

Unit Commander)

cc: MPF/MSMAQ

NOTE: To be used when not selecting a member for HYTD continuation: (I want to personally express my appreciation for all your contributions to the mission of this unit and the Air Force Reserve for your long and faithful service to your country.

Regrettably, you must be reassigned to the Retired Reserve to be effective on/before HYTD, or be reassigned to the Individual Ready Reserve (if otherwise eligible) on or before HYTD, or be separated on/before HYTD. Please report to (see note 4) to initiate the necessary paperwork. This process must be completed on or before (date, applicable MPF/office symbol, e.g., 94 MSSQ Career Enhancement Office).

Sincerely

NAME, Rank, USAF

Parent wing or group commander

Attachment 5
AFI POLICY REGULATIONS

AFI 36-2002--*Enlistment in the United States Air Force* (AFR 33-3).

AFI 36-2021--*Air Force Academy Preparatory School* (AFR 53-14).

AFI 36-2103--*Individualized Newcomer Treatment and Orientation Program* (AFR 35-35).

AFI 36-2115--*Assignments Within the Reserve Components* (AFR 35-41 V1).

AFI 36-2603--*Board for Correction of Military Records* (AFR 31-3).

AFI 36-3203--*Service Retirements* (AFR 35-7).

AFI 36-3205--*Reserve Forces Procurement Palace Chase* (AFR 35-46).

AFI 36-3209--*Separation Procedures for Air Force Reserve Members* (AFR 35-41, V3).

AFMAN 37-139--*Records Disposition-Standards* (AFR 4-20 V2).

AFI 37-160V1--*Air Force Publications and Forms Management Programs-Developing and Processing* (AFR 5-13).

AFI 40-502--*Air Force Weight Management Program* (AFR 35-11).

AFI 48-123--*Medical Examination and Medical Standards* (AFR 160-43).

AFI 51-604--*Appointments to, and Assumption of, Command* (AFR 35-54).